Program for Students with Disabilities

## 2023 Guidance and Form for students turning 19 or 20 and completing an accredited senior or foundation secondary course in 2023\*.

## Background

The Program for Students with Disabilities (PSD) is a targeted supplementary funding program for Victorian government schools. It provides resources to schools for a defined population of students with disability and high needs.

The *Education and Training Reform Regulations 2007* prescribe age requirements for enrolment and attendance at government schools. These regulations specify maximum age requirements for Government schools.

Under these regulations, in general terms, students are required to finish school in the year that they turn 18, unless they meet age eligibility and approval requirements as detailed in the [Enrolment (school age requirements)](https://www2.education.vic.gov.au/pal/enrolment/policy) section of the Policy and Advisory Library. These requirements apply to all students, including students who are eligible for the PSD.

### Students turning 19 or 20 in 2023 and eligible for the Program for Students with Disabilities

For students eligible for the PSD who are above the maximum age and turning 19 or 20 in 2023, these guidelines set out the process required to confirm enrolment eligibility in line with [school age requirements](https://www2.education.vic.gov.au/pal/enrolment/guidance/school-age-requirements), and enable continuation of existing funding arrangements.

**Inclusive Education Division** is responsible for PSD funding arrangements for students turning 19 or 20 in line with the maximum age regulations. To enable continuation of existing PSD funding into 2023 for eligible students, Inclusive Education Division use enrolment information provided by schools via PSDMS and confirmation of enrolment eligibility from the school’s principal via submission of the attached form (***PSD – form for students turning 19 or 20 completing a senior or foundation secondary course in 2023).***

### Exceptions to the maximum age requirements

In line with [Enrolment (school age requirements)](https://www2.education.vic.gov.au/pal/enrolment/guidance/school-age-requirements) policy and advice, principals are responsible for assessing eligibility and approving the enrolment of individuals who fall within an **exception** under the Regulations, including individuals who:

* are turning 19 during the year of enrolment if they are enrolling solely for purpose of completing an accredited senior secondary or foundation secondary course\* in that year (or that they are expected to successfully complete their course in 2023 based on current assessment information and course plan).
* will turn 20 years of age during the year of enrolment, and satisfy each of the following criteria:
* enrolled at a government school situated outside the metropolitan area solely for the purpose of completing an accredited senior or foundation secondary course\* in that year **and**
* there is no TAFE institute or other registered education or training organisation (other than another government school) within 50 kilometres of the school in which the person is seeking to enrol that is offering an accredited senior or foundation secondary course\* through a distance education program that the person is eligible to enrol in.

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## Exemptions to the maximum age requirements.

A student turning 19 or 20 in 2023 who **does not meet** one of the exceptions listed above may only enroll in or attend a government school if they are granted an **exemption** from the age requirements at the discretion of the Minister or Regional Director. Principals are referred to ‘Exemptions from the age requirements’ in the [Enrolment (school age requirements)](https://www2.education.vic.gov.au/pal/enrolment/guidance/school-age-requirements) section of the Policy and Advisory Library.

**\***In 2023, **an accredited senior secondary or foundation secondary course** includes the following:

* Victorian Certificate of Education (VCE)
* Victorian Certificate of Education Vocational Major (VCE VM)
* International Baccalaureate (IB)
* Victorian Pathways Certificate (VPC).

## Schools –Documentation and Timelines.

## For continuation of PSD funding for students turning 19 or 20 in 2023, schools are required to:

* Complete the attached ***PSD – form for students turning 19 or 20 who are completing an accredited senior or foundation secondary course in 2023***:
  + Fill in the details for all students seeking PSD funding based on an enrolment exception or exemption for 2023
  + Principal signs the form to endorse that each student listed is eligible to be enrolled in the school as per the [Enrolment (school age requirements)](https://www2.education.vic.gov.au/pal/enrolment/guidance/school-age-requirements) policy.
  + Attach 2023 exemption documentation signed by the Regional Director.
  + Email the form and any exemption documents to [disability.services@education.vic.gov.au](mailto:disability.services@education.vic.gov.au) by **28 February 2023.**
* Update student information in PSDMS by **28 February 2023**
  + Check that all eligible students listed on the form have their enrolment details correctly entered in PSDMS.
  + Ensure all time fractions recorded in PSDMS are consistent with advice in [School Enrolment Census - time fraction assessment](https://www2.education.vic.gov.au/pal/student-enrolment-census/guidance/2-eligibility-enrolment).

## Funding Confirmation.

Once all information has been provided, as above, and is validated, PSD funding will be activated.

**Schools can check confirmation of eligibility** for continued PSD funding for nominated students turning 19 or 20 in 2023, via the [PSDMS Resource Allocation List (select Term 1)](https://www.eduweb.vic.gov.au/psdms/ReportResourceAllocation.aspx) and the [2023 Confirmed Student Resource Package](https://www.eduweb.vic.gov.au/srp/reports/report.aspx?id=2) released at the end of Term 1. Schools can also consult their Regional Disability Coordinator or log a query with the [DET Services Portal](https://services.educationapps.vic.gov.au/dp).

If further information if needed by the department, or continuation of funding cannot be confirmed, the nominated school contact person will be contacted. Advice may also be sought from the department’s regional offices and legal division as required.

**Further Information**

[Program for Students with Disabilities](http://www.education.vic.gov.au/school/teachers/learningneeds/Pages/psdhandbook.aspx)

[Enrolment (school age requirements)](https://www2.education.vic.gov.au/pal/enrolment/guidance/school-age-requirements) (maximum age)

[School Enrolment Census - time fraction assessment](https://www2.education.vic.gov.au/pal/student-enrolment-census/guidance/2-eligibility-enrolment)

[PSDMS - Program for Students with Disabilities Management System](https://www.eduweb.vic.gov.au/psdms/Home.aspx)

[DET Services Portal](https://services.educationapps.vic.gov.au/dp) (‘Log a Request’, choose ‘Applications’ and select ‘PSDMS’) or **1800 641 943**

[Regional Offices](http://www.education.vic.gov.au/about/contact/Pages/regions.aspx)

**Form for students turning 19 or 20 completing a senior or foundation secondary course in 2023**

## Email this completed form and any attachment/s to [disability.services@education.vic.gov.au](mailto:disability.services@education.vic.gov.au) by 28 February 2023.

**School Details**

|  |  |  |  |
| --- | --- | --- | --- |
| School Name |  | Contact Person |  |
| Contact Email |  | Contact Phone |  |

**Student Details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Given Name | Surname | PSDMS ID | Date of Birth | Year Level | Time Fraction | 2023 Accredited Senior or Foundation Secondary Course\* | No. of Units | Is the student’s enrolment an exception or exemption?  **(Exception/Exemption)** | Approved exemption documentation attached **(Yes/No)** |
| *Example1* | *Example1* | *123456* | *12/12/04* | *12* | *1.0* | *Vic Vocational Major* | *10* | *Exception* | *N/A* |
| *Example2* | *Example2* | *654321* | *12/12/03* | *12* | *0.8* | *VCE* | *8* | *Exemption* | *Yes* |
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**Principal’s Endorsement**

I confirm that I, the Principal, am responsible for ensuring that the individuals named above are eligible to be enrolled in a government school under an exception or exemption as per the [Enrolment (school age requirements)](https://www2.education.vic.gov.au/pal/enrolment/guidance/school-age-requirements) policy available in the Policy Advisory Library, and confirm each individual is eligible to enroll under that policy:

|  |  |  |  |
| --- | --- | --- | --- |
| Principal’s name |  | | |
| Principal’s signature |  | Date |  |