Extracts – 2012 TAFE Performance Agreement for Training Services Delivery

These extracts refer to compliance with the 2012 TAFE Performance Agreement Training Services Delivery (the Service Agreement) and include:

1. Terms and Conditions
2. Schedule 1 – Minimum Performance Standards Part A: General Requirements for All Training, Part B: Specific Requirements Relating to Apprenticeship/Traineeship Training
3. Schedule 2 – Skills for Victoria Program Specifications
2. **TERM OF THIS AGREEMENT**

2.1. The term of this Agreement will begin on the Commencement Date and continues:

   a) in the case of each Eligible Individual to whom the Training Services are being provided by the RTO under Schedule 2 of this Agreement and in respect of whom the Funds are provided by the Commission, until the relevant Eligible Individual has completed or withdrawn from the training course or qualification in which they are enrolled; and / or

   b) in the case of Eligible Individuals to whom the Training Services are being provided by the RTO under Schedules 3 and 4 of this Agreement and in respect of whom the Funds are provided by the Commission, until 31 December 2012,

   (the relevant Term).

3. **GENERAL OBLIGATIONS OF RTO**

3.1. During the Term, the RTO must,

a) as applicable to and for the RTO:

   i. maintain registration as a registered training organisation under the Act; or

   ii. maintain registration as a registered training organisation under the National Act and maintain a principal place of business with a physical site in Victoria;

   b) provide the Training Services in compliance with the requirements of all laws in any way affecting or applicable to the provision of the Training Services, including laws relating to occupational health and safety;

   c) maintain at least one (1) nationally recognised qualification for delivery on its scope of registration;

   d) maintain and use AVETMISS compliant software for reporting purposes;

   e) deliver nationally recognised training in accordance with its scope of registration and the requirements of the accredited course or endorsed national training package and consistent with purchasing guides, directions or policies issued by the Commission;

   f) comply with the AQTIF and/or the Standards for VET Registered Training Organisations as applicable;

   g) comply with all requirements in the schedules to this Agreement, including in relation to determining eligibility, completing enrolments, imposition and collection of tuition fees, application of tuition fee concessions and waivers, Evidence of Participation, and otherwise meeting the relevant specifications and performance standards;

   h) use the Funds to provide the Training Services to the relevant Eligible Individual to whom such Funds apply;

   i) unless this Agreement otherwise provides, provide the Training Services to each Eligible Individual and otherwise perform its obligations under this Agreement at its own cost;

   j) ensure that appropriate compliance, reporting and auditing frameworks, controls and systems are in place including the appropriate Segregation of Duties with respect to the provision of the Training Services to each Eligible Individual and receipt of the Funds from the Commission;

   k) ensure that all persons employed or engaged by the RTO to provide the Training Services to each Eligible Individual are aware of all obligations under this Agreement as appropriate,
l) provide the Training Services in a proper, timely and efficient manner using the standard of care, skill, diligence, prudence and foresight that would reasonably be expected from an expert and experienced provider of Training Services;

m) comply with the requirements of, and pay all fees and bear all costs connected with all applicable laws and regulations, including without limitation all relevant privacy, anti-discrimination and equal opportunity legislation, the Disability Act 2006 and the Working With Children Act 2005;

n) comply with the requirements of the Charter of Human Rights and Responsibilities Act 2006 (Vic) and not act in a way that is incompatible with a human right protected by the Charter or when making a decision in relation to the performance of the Services, fail to give proper consideration to such a human right;

c) demonstrate the highest ethical standards in its dealings and conduct in the provision of the Training Services;

p) make all reasonable efforts to work and communicate effectively with and maintain the confidence of, all stakeholders affected by this Agreement;

q) at all times be accountable to the Commission for its performance under this Agreement and demonstrate its compliance, or report its non-compliance, in terms of this Agreement;

r) act ethically, and must not do or omit to do anything which may damage, ridicule, bring into disrepute or be detrimental to the Commission, the VET sector, the Victorian government subsidised training market, the Department or the State's name or reputation;

s) not, in performing the Training Services to each Eligible Individual, do any act or undertake any process which would infringe an Intellectual Property right of, the Commission, the State or any other person or body; and

t) have a valid ABN during the Term of this Agreement and will keep the Commission indemnified against any loss arising out of the cancellation of the ABN.

4. PROVISION OF THE TRAINING SERVICES

4.1. During the Term, the RTO must provide the Training Services to each Eligible Individual:
a) in accordance with the schedules to this Agreement and any applicable directions, policies or procedures issued by the Commission and/or the State from time to time (including as set out in any Service Agreement Notifications or Executive Memoranda, the contents of which the RTO acknowledges and agrees will form part of this Agreement and will prevail over the requirements in a schedule to the extent that they are expressed to do so or to the extent that they are inconsistent with those requirements);

b) exercising due care, skill and judgment and at all times acting in accordance with applicable professional ethics, principles and standards;

c) through fit and proper persons, in a safe and proper manner and to a standard acceptable to the Commission; and

d) within the State of Victoria, and to an Eligible Individual having a physical presence in Victoria. This includes online delivery except where online delivery takes place during an industry or practical placement and involves the Eligible Individual being temporarily located interstate or overseas for a defined period. No more than 50% of the total scheduled hours applying to the Training Services in which the Eligible Individual is enrolled may be delivered online during this defined period.

5. SUBCONTRACTING OF THE TRAINING SERVICES

5.1. If the RTO subcontracts some or all of its performance of the Training Services to another registered training organisation, it must notify the Commission in writing via SVTS as subcontract arrangements occur and include the following information regarding the registered training organisation(s) to which the Training Services are subcontracted (in addition to any other information requested by the Commission):

a) legal name, trading name and TOID of the registered training organisation;

b) the particulars of the Training Services being subcontracted.

5.2. The RTO represents and warrants to the Commission that all subcontractors it will use under this Agreement have appropriate qualifications and are suitably experienced and capable of providing Training Services as required by this Agreement.

5.3. If the RTO subcontracts the provision of some or all of its performance of the Training Services it:

a) must ensure that any subcontract entered into:
i. prohibits further subcontracting by the subcontractor;

ii. requires the subcontractor to provide all necessary assistance, documentation and information that is required under this Agreement; and

iii. otherwise permits the RTO to comply with its obligations under this Agreement.

b) must provide a copy of the executed subcontract agreement to the Commission if requested;

c) retains prime responsibility for all of its obligations under this Agreement and any subcontract arrangement does not relieve the RTO of any of its liabilities or obligations under this Agreement or to otherwise provide the Training Services to an Eligible Individual;

d) is responsible for ensuring the suitability of the subcontractor and for ensuring that any work performed by the subcontractor meets the requirements of this Agreement;

e) is liable to the Commission for the acts, omissions or negligence of any subcontractor (or any employee, officer or agent of the subcontractor) as if they were the acts, omissions or negligence of the RTO (or the employees, officers or agents of the RTO);

f) indemnifies (and must keep indemnified) the Commission against any or all Loss arising from any acts or omissions by any subcontractor in connection with, or in the course of, the provision of the Training Services to an Eligible Individual or any breach of this Agreement. This subclause 5.3.f continues despite any expiry or termination of the Agreement;

g) acknowledges that the Commission is not liable for the RTO’s subcontractor arrangements and will not become involved in the internal administration of subcontracts or act as a mediator between the RTO and any subcontractor;

h) acknowledges that all costs associated with any subcontract are the responsibility of the RTO; and

i) must procure that any subcontractor assists, if requested by the Commission or its auditors, with any audits under clause 11 of this Agreement.
2012 TAFE Performance Agreement
Training Services Delivery

Schedule 1
Minimum Performance Standards
for Training Services

<table>
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<th>VERSION</th>
<th>DATE</th>
<th>COMMENTS</th>
</tr>
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<tr>
<td>2012 Version 1.0</td>
<td>October 2011</td>
<td>Draft Agreement</td>
</tr>
<tr>
<td>2012 Version 1.1</td>
<td>November 2011</td>
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PURPOSE

A. This Schedule 1 describes the minimum performance standards for the Training Services funded through the 2012 Service Agreement (the Agreement) and must be read in conjunction with the Agreement.

B. This Schedule 1 is divided into three parts:
   i. Part A: General Requirements for all Training;
   ii. Part B: Specific Requirements relating to Apprenticeship/Traineeship Training;
   iii. Part C: Data Systems and Resources.

PART A: GENERAL REQUIREMENTS FOR ALL TRAINING

1. Application and Enrolment requirements

1.1. The RTO must complete enrolments for all Eligible Individuals in accordance with the:
   a. Victorian VET Student Statistical Collection Guidelines; and
   b. AQTF Essential Conditions and Standards for Continuing Registration and/or the Standards for ORR Registered Training Organisations as applicable.

1.2. The RTO must ensure that all mandatory standard enrolment questions as described in the Victorian VET Student Statistical Collection Guidelines, together with any directions of the Commission, are applied during the enrolment process of all Eligible Individuals.

1.3. The RTO must ensure that it complies with Victorian Student Number (VSN) reporting requirements and includes the VSN for all students aged under 25 years in all Student Statistical Reports as specified in the Victorian VET Student Statistical Collection Guidelines.

1.4. For each Eligible Individual, the RTO must conduct a Pre-Training Review of current competencies including literacy and numeracy skills to:
   a. identify any competencies previously acquired (Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer). RPL must be offered to all Eligible Individuals upon
enrolment and prior to delivery of Structured Training. The RTO must be able to demonstrate that it has processes to encourage the uptake of, and to streamline, RPL assessments; and
b. ascertain that proposed learning strategies and materials are appropriate for that individual.

2. Documentation of Agreed Program Delivery

2.1. The RTO must document information on training and assessment to be provided for all Eligible Individuals in respect of which Funds are paid by the Commission under this Agreement, either as a group of Eligible Individuals or a single Eligible Individual.

2.2. The information should include, at least the:
   a. name and contact details of the RTO;
   b. title of qualification;
   c. competencies/modules to be obtained;
   d. scheduled hours for competencies to be obtained;
   e. timeframe for achieving competencies including the start date and end date of each competency;
   f. delivery modes to be used;
   g. assessment details and arrangements;
   h. party or parties responsible for the delivery and/or assessment of each competence; and
   i. record of RPL and Credit Transfer hours granted, as relevant.

2.3. The information must be consistent with the qualifications or competencies to be attained and customised (as required), for the needs of the group of Eligible Individuals or Eligible Individual, including the needs identified in the Pre-Training Review.

2.4. The information on training and assessment must be agreed and endorsed by the RTO and the group of Eligible Individuals or Eligible Individual. A copy of the signed information must be provided to each Eligible Individual. This information ensures that both the RTO and the group of Eligible Individuals or the Eligible Individual are making informed decisions about the Training Services required and the respective obligations in the delivery of these Training Services. This information may be in the form of a Training Plan. Documentation of Agreed Program Delivery may be developed and signed prior to training commencement but no later than four (4) weeks after training commencement.
2.5. The RTO must update the Documentation of Agreed Program Delivery according to any changes mutually agreed throughout the Training Services. The changes must be endorsed by the Eligible Individual or the Eligible Individual.

2.6. The RTO must ensure consistency between the information recorded in a student's Training Plan or equivalent document and that recorded in their Student Management System (SMS) and that included in Student Statistical Reports to the Skills Victoria Training System (SVTS). This includes ensuring consistency of details including Scheduled Hours and Enrolment Activity Start Date and Enrolment Activity End Date.

3. Evidence of Participation

3.1. All training delivery by the RTO to an Eligible Individual must be supported by Evidence of Participation for each unit of competency/module such that a reasonable judgement regarding an Eligible Individual's participation in Training Services can be made. In addition, the following minimum specifications (except as outlined in Schedules 3 and 4 to this Agreement) must be met to evidence an Eligible Individual's engagement in Training Services activity:

   a. One (1) point of Evidence of Participation per unit of competency/module must be provided if the period between the commencement date and completion date for the unit of competency/module is one month or less;

   b. Two (2) points of Evidence of Participation per unit of competency/module must be provided if the period between the commencement date and completion date for the unit of competency/module is greater than one month, including one point within the last month of training delivery as identified by the reported Enrolment Activity End Date. An auditor would consider the time between the commencement date and the completion date (or withdrawal) and use discretion as to a reasonable demonstration of ongoing engagement by an individual in learning activity across the unit of competency/module.

3.2. In instances where competency based completions are involved, and where the employer signoff has not yet been received by the RTO, an auditor will consider the last piece of Evidence of Participation within the Training Services.

3.3. Evidence sought in this regard needs to be authenticated by documented evidence from the RTO of engagement by the student in the learning activity. To be valid, evidence provided must contain the student's name or identification number, a module or unit of competency identifier and a date. The VSC will determine, at its
absolute discretion, if the evidence provided is sufficient to substantiate the claim that the student participated in training.

3.4. The only Evidence of Participation that will be accepted for this purpose is as follows:

a. Evidence of work submitted relating to engagement by the student in the unit of competency or module. In cases where this information cannot be recorded on the work itself, separate evidence must accompany the work to allow it to be linked to the student, the unit of competency or module and date completed, for example identification of a student trademark and a delivery schedule or equivalent detailing how the piece of work covers the module or unit of competency in question, including due dates and milestones.

OR

b. Instructor notes based on personal interviews, telephone, e-mail, or other communication modes on the engagement of a student in learning activity of the unit of competency or module.

OR

c. A provider endorsed attendance roll:

In order to be considered acceptable, the format of the roll should be one that is recognised by the training organisation as a tool to record attendance as a part of their normal processes. ‘Endorsed’ in this instance means a signature of the trainer or relevant administration person of the RTO on the attendance roll. This will be sufficient provided it can be shown that the actual unit of competency or module was delivered at the point at which the client is marked on the roll (i.e. endorsed each time the client is marked on the roll). Where the roll indicates that the individual has only attended the first class supporting documentation must be supplied demonstrating that there was engagement in the learning activities of the module/unit of competency during that class. Attendance at an induction or orientation class alone is not sufficient Evidence of Participation.

For clustered delivery:

i. where, for the purposes of delivery or assessment, units of competency or modules are clustered together the evidence provided must satisfy participation at the unit of competency and module level requested;
ii. where the modules are delivered consecutively (or "look-step"), a
notation on a roll or student management sheet that indicates
which training was actually delivered in a session at the unit of
competency or module level will be sufficient;

iii. for other types of clustered delivery, a delivery schedule or
equivalent must be provided that shows the planned training, at
the unit of competency or module level, on the date/s the
individual was in attendance.

OR

d. Primary documentation that provides evidence of assessment:
Primary documentation is considered to be either a secure paper
based or electronic record that indicates an actual result consistent
with assessment. All results should be supported by
trainer/assessor endorsed documentation such as the Training
Plan, trainer's record book, diary, the actual assessment or similar
record which confirms delivery to the individual student. For all RPL
outcomes, only the primary assessment tool used for any skills
recognition assessments will be accepted.

OR

c. Where primary recording documentation is not available a
signed statutory declaration from the relevant provider staff
affirming an individual's participation:

In the event that extreme circumstances prevent the provision of
any of the primary recording documentation as detailed above (e.g.
fire, flood or other equivalent circumstances), staff directly
associated with the training delivery that are authorised by the RTO
may be prepared to attest participation of the individual in the unit of
competency or module enrolment in question. In all such cases the
staff member is required to submit and sign a statutory declaration
affirming their evidence.

To result in a verifiable enrolment an auditor would be required to
record two (2) elements, certified by an appropriate staff member:

i. a full explanation of the reasons why primary recording
documentation is not available; and

ii. a signed and dated statutory declaration containing a full
explanation of the evidence being provided and affirmed. The
auditor would determine if the evidence provided is sufficient to
substantiate the claim that the individual participated and thereby
verify the enrolment. It should be noted that a signed document
merely stating that participation within the enrolment has occurred would not meet verification requirements.

OR

f. Login and engagement with learning activity required for the unit of competency or module:

Where an individual has a secure login to specific learning activity (for the unit of competency or module) in which they are enrolled, the login record demonstrating on-line engagement with the learning activity will constitute evidence of engagement. The login record must evidence the Eligible Individual undertaking learning activity or assessment activity. A login record indicating the Eligible Individual received training materials alone is not sufficient Evidence of Participation.

OR

g. In flexible and distance modes of learning, records of staff/student engagement with learning activity at a unit of competency or module level that indicates the individual has commenced working on the learning materials received.

3.5. Evidence of Participation for each Eligible Individual being provided with Training Services by the RTO and in respect of which Funds are payable by the Commission must be collected and retained by the RTO for audit purposes.

3.6. In undertaking an audit of Evidence of Participation in respect of Eligible Individuals, an auditor will attempt to utilise appropriate recording models adopted by the RTO to assure Evidence of Participation relating to the unit of competency or module.

3.7. General Requirements associated with verification of participation

a. Where a final assessment in the next collection year is supplied to justify participation in a module or unit of competency for a continuing enrolment in the current collection year, an auditor may verify each enrolment for participation on its merits.

b. An auditor will not accept RTO based Certificates in isolation to satisfy Evidence of Participation at the unit of competency or module level.

c. Statements from Eligible Individuals declaring they participated in the module/unit of competency will only be accepted if evidence of
extreme and exceptional circumstances such as fire, flood or theft, outlined in 3.4 e, is provided.

d. Verification of enrolments will not be allowed where documents such as 'catch all' sets of questions are provided as the only Evidence of Participation in respect of an Eligible Individual for a module or unit of competency. These sets of questions are typically completed on the first day of student attendance, covering all modules or units of competency within the cluster and the nature of the questions are very simple with limited educational use.

3.8. Clarification Regarding Participation in VCE Units 3 & 4

There are particular requirements for Evidence of Participation in respect of Eligible Individuals relating to VCE Units 3 & 4:

a. the criteria of Evidence of Participation apply to VCE Units 3 & 4 as they do to all other units or modules;

b. VCE Units 3 & 4 should be reported on the AVETMISS as individual units of study, (e.g. "Unit 3 Economics" Code ECCS3 and "Unit 4 Economics" Code ECCS4). Where an individual withdraws after commencing Unit 3, the provider will also need to withdraw the individual from Unit 4, as both units must be delivered sequentially. In this instance the individual would be considered to have participated only in Unit 3, but not Unit 4 as there was no attendance or participation;

c. where withdrawal is prior to May 1st, the individual will be automatically withdrawn from both Units 3 and 4;

d. where an individual ceases to participate after May 1st they must be recorded as a Code 30 Assessable Enrolment – Competency Not Achieved / Fail for Unit 3. They must also be separately withdrawn from Unit 4, and

e. where an individual completes Unit 3, they may be withdrawn from Unit 4, up to July 10, after which time they must be recorded as a Code 30 Assessable Enrolment – Competency Not Achieved / Fail.

4. Practical Placements

4.1. In accordance to section 5.4.15 of the Act, practical placements must be conducted in accordance with the Guidelines for Registered Training Organisations and Employers in relation to students of technical and further education undertaking Practical Placement (the Practical Placement Guidelines) available at: http://www.skills.vic.gov.au/corporate/providers/training-organisations
5. Nursing courses / qualifications

5.1. If the Training Services to be provided by the RTO to Eligible Individuals includes the delivery of:
   a. the Certificate IV in Nursing (Enrolled/Division 2 Nursing); and/or
   b. the Diploma of Nursing (Enrolled/Division 2 Nursing); and/or
   c. any other course/units of competency that are regulated by the Nursing and Midwifery Board of Australia (NMBA) or accredited by the Australian Nursing and Midwifery Council Limited (ANMC);

then the provision of Training Services by the RTO must be in accordance with the guidelines and regulations of the NMBA and the ANMC, and delivery (including method, mode and location/facilities) must be approved by the NMBA and ANMC as appropriate.

6. Completions

6.1. The RTO must issue recognised qualifications or Statements of Attainment to the specifications of the relevant accredited courses, endorsed national Training Packages, as well as any other applicable guidelines, regulations or legislation. Refer to Part B for particular requirements relating to completions by Apprentices/Trainees.
PART B: SPECIFIC REQUIREMENTS RELATING TO APPRENTICESHIP / TRAINEESHIP TRAINING

7. Apprentice / Trainee eligibility requirements

7.1. If the RTO is to deliver training to eligible Apprentices / Trainees who are eligible individuals in accordance with the schemes deemed by the Commission to be Approved Training Schemes under the Act, then in addition to individual eligibility requirements detailed in the schedules to this Agreement, to be eligible for government subsidised training under the Agreement as an Apprentice / Trainee and thereby be an Eligible Individual for the purposes of this Agreement, the individual must be:

a. employed in Victoria in either a full time or part time capacity under an award or registered agreement;

b. undertaking an Approved Training Scheme;

c. a signatory to a Training Contract with their employer which is registered with the Commission;

d. a signatory, jointly with the employer and the RTO, to a Training Plan; and

e. involved in paid work and Structured Training, either workplace based or off the job.

7.2. Whether an individual is an Apprentice or a Trainee depends on how the qualification they are undertaking is designated in the relevant Approved Training Scheme listed in the industry guides at: http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides

7.3. The RTO may enter and update information on the SVTS regarding the Approved Training Schemes that the RTO intends to deliver. Information to be updated includes the name of the course/qualification, delivery location(s) and contact details.

8. Training Plan Requirements for Apprentices / Trainees

8.1. Employers are required to arrange for their Apprentices/Trainees to be enrolled with an RTO and for a Training Plan to be signed within three (3) months of the date of commencement of the Training Contract. This period also has an impact on the payment of government incentives.
8.2. Subject to any nominal duration that may be specified in an Approved Training Scheme, the employer and Apprentice / Trainee (but not the RTO) can specify a duration less than the maximum over which competencies will be attained. Completion will be available earlier than the specified duration in the Training Contract if all competencies have been attained, and an extension to the maximum duration can be mutually agreed if all required competencies have not been attained.

8.3. Training models offered by RTOs should ensure compliance with the Commission’s Part Time policy (refer to Clause 13).

8.4. A Training Plan must be developed by the RTO, together with the employer, and Apprentice / Trainee and should be consistent with the qualification to be obtained and customised (as required) consistent with the outcomes of the Pre-Training Review. Training Plans may be developed and signed prior to training commencement but no later than four (4) weeks after training commencement.

8.5. The Training Plan must be vocationally relevant and reflect industry requirements and the workplace setting. It must list all the training (both the Structured Training provided by the RTO and the practical experience in the occupation provided by the employer) that will be delivered during the Apprenticeship / Traineeship. A copy of the Training Plan signed by all parties must be provided to all parties (including the school if a School-based Apprentice / Trainee).

8.6. A Training Plan must include all of the following and be straight forward, easy to follow and written in plain English:

a. name and contact details of the RTO and employer;
b. title of qualification;
c. competencies/modules to be obtained;
d. scheduled hours for competencies to be obtained;
e. timeframe for achieving competencies including the start date and end date of each competency;
f. delivery modes to be used;
g. detailed training activities and responsibilities for training to be undertaken as part of any workplace based training arrangements;
h. assessment details and arrangements;
i. party or parties responsible for the delivery and/or assessment of each competence;
j. details (when, how & how much) of the time allocated outside routine work duties for Structured Training;
k. record of RPL and Credit Transfer hours granted, as relevant;
l. signature (including date of signature) of the RTO representative, employer, Apprentice / Trainee (School-based Apprentices / Trainees also require the signature of the school’s representative); and
m. any other specific requirements to be met in accordance with the Training Contract or the Approved Training Scheme.

8.7. The FTO must update the Training Plan according to any changes mutually agreed with the parties to the Training Contract throughout the Training Services. The changes must be endorsed by the employer and Apprentice / Trainee.

8.8. Training Plans guidelines are provided at the following web address:


8.9. Details of Training Packages and Victorian Implementation Guides and sample training plans are available at:

http://trainingsupport.skills.vic.gov.au

9. General Administrative Practices

9.1. The RTO must immediately notify the relevant Australian Apprenticeships Centre (AAC) if the qualification on DELTA is not appropriate or relevant to the Apprentice’s / Trainee’s work duties, and request that the employer and Apprentice / Trainee vary the Training Contract.

9.2. The FTO must notify the Manager of Apprenticeship Administration at Skills Victoria on telephone 03 9637 3555 within 24 hours of being notified of the death of an Apprentice / Trainee.

9.3. The RTO must notify the relevant organisation as listed below within two (2) weeks of:

a. an Apprentice’s / Trainee’s non-enrolment – notify AAC (If not accepting enrolment, set the DELTA record to “POL unknown” and notify AAC);
b. a situation, including absences, which has the potential to affect completion of the Training Contract (after making an effort to resolve the matter via contact with the employer and Apprentice) – notify an Apprenticeship Field Officer;

c. withdrawal/non-start of enrolled Apprentice / Trainee – notify AAC;

d. the requirements being met for issuing of a qualification to any Trainee, or an Apprentice who commenced training on or after the relevant dates shown in Clause 11.3 – notify Skills Victoria (update the DELTA database by marking “Successful completion/POL complete”, change the status to “Complete” and enter the actual completion date);

e. the requirements being met for issuing of a qualification to an Apprentice who commenced training before the relevant dates in Clause 11.3 – notify Skills Victoria (update DELTA to mark “Successful completion/POL Complete”);

f. an Apprentice’s / Trainee’s change of address – notify Skills Victoria by updating DELTA;

g. an Apprentice’s / Trainee’s change of employer – notify AAC.

9.4. The RTO must sign claim forms for Commonwealth Department of Education, Employment and Workplace Relations (DEEWRE) Employer Incentives for Apprentices / Trainees when training delivery commences and as appropriate for progression and completion claims.

10. Delivery Practices

10.1. The RTO must not commence Structured Training before:

a. the commencement date of the Training Contract;

b. creation of the DELTA record; and

c. the trainer has contacted the workplace supervisor of the Apprentice/Trainee to:

i. outline the supervisor’s responsibilities;

ii. outline the purpose of further contacts; and

iii. outline the key features of the Training Plan.
10.2. The RTO must:

a. provide training in the Approved Training Scheme nominated on the Training Contract to full time or part time Apprentices / Trainees;

b. make all reasonable provisions for the Apprentice / Trainee to achieve all competencies required for the Structured Training identified in the Approved Training Scheme within the nominal duration of the Training Contract;

c. advise the Apprentice / Trainee and their employer, that an application for an extension to the term of the Training Contract must be made if they are unable to complete the Structured Training prior to the nominal completion date of the Training Contract (this application should be lodged by the employer via the relevant AAC); and

d. for Apprentices, commencing training on or after the dates shown in Clause 11.3, make a minimum of four contacts per year with the employer in person, in writing or electronically to discuss the Apprentice's progress against the Training Plan and obtain employer confirmation in writing (including e-mail) of the Apprentice's competence in the workplace.

(Timelines for employer confirmation should be agreed with an employer. Assessments of competence should be grouped around completion of clusters of competencies rather than for completion of any individual competency. If the employer is a Group Training Organisation (GTO), sign-off must be from the GTO, not the host employer).

10.3. The RTO may deliver Structured Training within one or a combination of both of the following modes:

a. Off-the-job Structured Training refers to training that is conducted by the RTO's training staff at the RTO's training facility. It is often referred to as trade school, block release or on-campus training; and/or

b. Workplace based Structured Training refers to training that is conducted by the RTO’s training staff at the Apprentice’s / Trainee's workplace. The Apprentice / Trainee must be withdrawn from regular work duties in order to participate in the training.

11. Completion requirements for Apprentices/Trainees

11.1. For all Trainees, and for all Apprentices who commenced training on or after the relevant dates shown in Clause 11.3, the RTO may issue the qualification only when:
a. all competencies of the Structured Training have been achieved; and

b. the employer has returned a written confirmation of the Apprentice's / Trainee's competence as an employee in the workplace (if the employer is a GTO, final confirmation must be from the GTO, not the host employer). The RTO must retain the written confirmation of the Apprentice's / Trainee's competence from the employer for audit purposes; and

c. the RTO has given clear advice to the employer that final confirmation completes the Training Contract.

11.2. For all Apprentices who commenced training before the relevant dates in Clause 11.3, the RTO may issue the qualification when all competencies have been achieved.

11.3. Requirements for Competency Based Completion apply to Apprentices whose training commenced on or after the dates specified below:

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</tr>
<tr>
<td>Apprenticeships in all other industries except those listed below</td>
<td>1 July 2010</td>
</tr>
<tr>
<td>All Automotive industry Apprenticeships</td>
<td>1 January 2011</td>
</tr>
<tr>
<td>Electrotechnology industry; only applies to the Certificate III in Electrotechnology Electrician (UER38007) and the Certificate III in Refrigeration and Air-Conditioning (UEE31307) apprenticeships</td>
<td>1 January 2011</td>
</tr>
<tr>
<td>Plumbing industry; only applies to the Certificate III in Plumbing (CPC32408) apprenticeship</td>
<td>1 January 2011</td>
</tr>
<tr>
<td>Building industry; only applies to the Certificate III in Carpentry (CPC32009), Certificate III in Joinery (CPC31908) and Certificate III in Carpentry and Joinery (CPC32008)</td>
<td>1 January 2011</td>
</tr>
<tr>
<td>Retail industry; only applies to the Certificate III in Floristry (WRF30104) apprenticeship.</td>
<td>1 January 2011</td>
</tr>
</tbody>
</table>

11.4. The RTO must ensure that qualifications issued following the completion of an Approved Training Scheme contain on the certificate below the qualification title, the words "achieved through Australian Apprenticeship arrangements".
12. Workplace Based Training Minimum Compliance Standards

12.1. For every Apprentice / Trainee who is undertaking some workplace based training, in addition to the requirements in Clause 10, the RTO is required to:

a. conduct a workplace induction with the Apprentice / Trainee and supervisor and sign off the Training Plan with the supervisor/employer;

b. depending on the proportion of training and assessment in the workplace, conduct a minimum number of additional visits as follows:
   i. 1 visit if 25 per cent or less of the SChs of the qualification;
   ii. 2 visits for 25 - 50 per cent of the SChs of the qualification;
   iii. 3 visits for 50 - 75 per cent of the SChs of the qualification; and
   iv. 4 visits for more than 75 per cent of the SChs of the qualification;

c. obtain verification of the face to face visits by acquiring the dated signature of the employer/workplace supervisor and Apprentice / Trainee;

d. during the course of the visit:
   i. meet with the Apprentice / Trainee external from their direct work environment to discuss progress in relation to the Training Plan;
   ii. deliver training and/or assessment in accordance with the Training Plan; and
   iii. document the training and/or assessment provided in reference to the competencies;

e. document the withdrawal time from routine work duties for Structured Training activities which are as follows:
   i. at Certificates III and above, a minimum of three hours per week, averaged over a four week cycle (pro rata for part time Trainees and only for the duration of competencies delivered and assessed in the workplace if the training program combines Off-the-job Structured Training and Workplace based Structured Training).
ii. at Certificates I and II a minimum of one and half hours per week, averaged over a eight week cycle (pro rata for part time trainees and only for the duration of competencies delivered and assessed in the workplace if the training program combines Off-the-Job Structured Training and Workplace based Structured Training); and

iii. a maximum of 40 hours of the annual withdrawal time may be delivered as block training within the first 3 months of training for all certificates. This training should focus on compliance and regulatory units and generic skills.

f where an employer/supervisor is not allowing the Apprentice / Trainee to be withdrawn from routine work duties for the applicable minimum specified time, report the non-compliance to the Manager of Apprenticeships Administration at Skills Victoria within 14 days if initial consultation with the employer/supervisor does not resolve the issue.

g make monthly contact by either e-mail, fax or phone with both the Apprentice / Trainee and the workplace supervisor to:
   i. monitor the progress of training against the Training Plan;
   ii. monitor and document the training/learning activities undertaken during the withdrawal time for the previous month; and
   iii. record the dates and time periods logged as withdrawal time in the previous month.

13. Part Time Apprenticeships / Traineeships

13.1. All Approved Training Schemes are available on a part time basis subject to there being a suitable industrial arrangement in place (which do not currently exist for most Apprenticeships).

13.2. The onus is on the employer to establish that this is the case and to certify to such on the Training Contract.

13.3. The RTO should not develop or market programs that impede the employer's ability to comply with this requirement.

14. School-Based Apprenticeships / Traineeships

14.1. All Apprenticeships / Traineeships can also be undertaken as school base programs, subject to the availability of suitable industrial...
arrangements. Arrangements are in place by the Victorian Curriculum and Assessment Authority (VCAA) to support any Apprentice / Trainee obtaining credit into their VCE or VCAL program.

14.2. In the event that the Apprentice / Trainee is undertaking the training as part of a School Based Apprenticeship / Traineeship (SBAT), the RTO must ensure that:

a. It makes contact with the secondary school to initiate completion of a Training Plan;

b. the Training Plan is also signed by an authorised representative of the SBAT’s school within two (2) months of the signing of the Training Contract;

c. a copy of the completed (signed) Training Plan is provided to the relevant AMC;

d. in consultation with the SBAT’s school, report SBAT results in a timely manner for the school to enter results on the Victorian Assessment Software System (VASS). Results must be supplied to schools at least one (1) week prior to the cut off date as schools require one (1) week to allow for data entry. Check the exact date at www.vcaa.vic.edu.au and search for the VCE and VCAL Administrative Handbook;

e. schools are notified when there are amendments to the Training Plan (this allows SBATs to receive full credit in their VCE or VCAL); and

f. there is compliance with specific requirements as identified at Clause 13 Part time Apprenticeships / Traineeships.

15. Competency Based Wage Progression

15.1. For engineering Apprentices whose training commenced on or after 1 January 2008, and for automotive Apprentices and automotive Trainees whose training commenced on or after 1 January 2011, the RTO must notify the employer immediately, in writing, when the Apprentice / Trainee attains any point of progression linked to a competency based wage system.

16. Unemployment of Apprentices / Trainees

16.1. In instances of Apprentice / Trainee unemployment:

a. an RTO must continue the Structured Training, under a relevant Apprentice / Trainee funding source code as outlined in the
b. an Apprentice may continue to receive training toward the qualification named on the Training Contract, subject to tuition fees being paid until completion of the qualification; and/or

c. a Trainee may continue to receive training towards the qualification named on the Training Contract for three (3) months, or to the end of the enrolment period for which the Trainee's tuition fees have been paid, whichever is the greater.

16.2. If an Apprentice / Trainee successfully completes the Structured Training while continuing to be unemployed the qualification can be issued but the words "achieved through Australian Apprenticeship arrangements" should be omitted from the certificate OR at the Apprentice's request, withhold the certificate to allow for re-employment and completion of the Training Contract.
PART C: DATA SYSTEMS AND RESOURCES

17. Data Systems

17.1. The RTO is required to access and/or submit data to a number of data systems managed by Skills Victoria. The table below provides a summary of relevant data systems and login addresses.

<table>
<thead>
<tr>
<th>System Name</th>
<th>Purpose</th>
<th>Login Address</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advice the Commission of Approved Training Schemes the RTO is delivering or intends to deliver</td>
<td><a href="https://secure.etb.vic.gov.au/SYTS/">https://secure.etb.vic.gov.au/SYTS/</a></td>
<td>This information is made available to employers and AACs to assist them in identifying potential training providers for Apprentices / Trainees.</td>
</tr>
</tbody>
</table>

17.2. If the RTO is delivering in Apprenticeship/Traineeship mode, the RTO must access the DELTA database at least weekly to identify new individuals that have nominated the RTO as their preferred provider.

17.3. When an RTO is nominated as the training provider relating to Clause 17.2, the details for the Apprentices or Trainees are lodged by an AAC and registered on Skills Victoria's DELTA database. The RTO must have access to DELTA and should also check it regularly.

17.4. The RTO must register to use DELTA by completing the Conditions of Use form. Contact the DELTA Database Manager for a copy of the Conditions of Use form.
DELTA Database Manager
Skills Victoria
PO Box 266
Melbourne 3001

Phone: 03 9651 4513
Fax: 03 9637 3220

17.5. The RTO must use the SVTS for all student statistical data and claims for funding in accordance with the Victorian VET Student Statistical Collection Guidelines and the Skills Victoria Training System: Guide to Claims.
18. Quick reference guide: Part Time and School-based Apprenticeships / Traineeships

<table>
<thead>
<tr>
<th>Part time Apprenticeship / Traineeship</th>
<th>School based Apprenticeships and Traineeships (SBATs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A person undertaking a part time Apprenticeship / Traineeship outside of school hours. May or may not be a senior school student.</td>
<td>A senior school student undertaking a part time Apprenticeship / Traineeship partially in school hours. At least one day per week must be timetabled to be spent on the job or in training during the normal school week.</td>
</tr>
</tbody>
</table>

Minimum hours

<table>
<thead>
<tr>
<th>At least 7 hours of employment and 6 hours of training per week. This may be averaged over:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- three periods of four months each in each year of the Training Contract for school students undertaking non integrated part time Apprenticeships / Traineeships</td>
</tr>
<tr>
<td>- 1, 2 or 4 week cycles for part time Apprentices / Trainees not attending school (includes mature aged workers, existing employees etc).</td>
</tr>
<tr>
<td>- If the program is fully workplace based the Commission’s standards for workplace based training shall apply.</td>
</tr>
<tr>
<td>At least 7 hours of employment and 6 hours of training per week which may be averaged over three periods of four months in each year of the program, unless the program is fully workplace based in which case the Commission’s standards for workplace based training shall apply.</td>
</tr>
</tbody>
</table>

School authorisation

| Not required |
| In order for the Training Contract to be registered with Skills Victoria as a school based Apprenticeship, a school representative is required to sign the student’s Training Plan. The school’s acknowledgement indicates: |
| - the student is enrolled in a senior secondary program (VCE or VCAL); |
| - the school’s awareness of the Training Plan and certification that the study, training and work commitments of the student form an integral part of that student’s school learning program and study timetable. |
| In signing the Training Plan, the school is not endorsing the quality of the training for the SBAT, the occupational health and safety arrangements, or the wage arrangements/requirements. |
| Note: The plan should be completed within 2 months of Training Contract commencing. |

Credit into VCE or VCAL

| If the person is a school student, they are eligible to receive VCE or VCAL credit for the vocational training, if sought. |
| The student is eligible to receive VCE or VCAL credit for the vocational training. |

Training Contract

| Responds Yes or no to Q10 as appropriate |
| Responds Yes to Q10 |
| Responds No to Q10 |
### Part time Apprenticeships and Traineeships

<table>
<thead>
<tr>
<th>Not Fully Workplace Based</th>
<th>Minimum hours of employment</th>
<th>School Based Apprenticeships and Traineeships (SBATs)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non School Student</td>
<td>School Student</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>School Student</td>
</tr>
<tr>
<td>Employment</td>
<td>7</td>
<td>Employment</td>
</tr>
<tr>
<td>Training</td>
<td>6</td>
<td>Training</td>
</tr>
<tr>
<td>Averaged Cycle</td>
<td>1, 2 or 4 weeks</td>
<td>3 periods of 4 months per year</td>
</tr>
</tbody>
</table>

For part-time Apprenticeships/Traineeships which are not fully workplace based, the requirements of the Commission’s part-time Apprenticeship/Traineeships policy shall apply. This requires that there be a minimum of 7 hours per week of employment and a minimum of 6 hours per week of Structured Training. This may be averaged over 1, 2 or 4 week cycles unless the Apprentice/Trainee is also a school student undertaking the Apprenticeship/Traineeship outside school hours in which case it may be averaged over three periods of four months in each year of the program.

Fully Workplace Based

The minimum hours of employment are 13 hours per week.

All Apprentices/Trainees undertaking workplace training at AQF levels 1 and 2 must be withdrawn from routine work duties for a minimum of 1.5 hours per week (pro rata for part-time Apprentices/Trainees with a minimum of one half hour) averaged over a two month cycle for the purpose of undertaking Structured Training/planning activities. This release must occur periodically.

Where the qualification is at Certificate III or above, Apprentices/Trainees must be withdrawn from routine work duties for a minimum of 3 hours per week (pro rata for part-time Apprentices/Trainees with a minimum of one hour) for planned training, averaged over a four week cycle.

The training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered in one or more blocks during the first three months of the training program.

In order for a Training Contract to be registered as a School-based Apprenticeship or Traineeship (SBAT), the Commission requires that there be a minimum of 7 hours per week of employment and a minimum of 6 hours per week of Structured Training which may be averaged over 3 periods of four months in each year of the program.

However, if the training program is fully workplace based, the Commission’s standards for workplace based training shall apply (see below).

Additionally, a school representative is required to sign the Training Plan and that plan should be submitted within 2 months of the Training Contract commencing. At least one day per week must be dedicated to be spent on the job or in training during the normal school week.
2012 TAFE Performance Agreement
Training Services Delivery

Schedule 2
Skills for Victoria
Program Specifications

<table>
<thead>
<tr>
<th>VERSION</th>
<th>DATE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 Version 1.0</td>
<td>October 2011</td>
<td>Draft Agreement</td>
</tr>
<tr>
<td>2012 Version 1.1</td>
<td>November 2011</td>
<td>Final Agreement</td>
</tr>
</tbody>
</table>
PURPOSE

This Schedule 2 describes the Skills for Victoria program specifications and must be read in conjunction with the Agreement.

1 Eligibility requirements

1.1 An individual is not eligible for government subsidised training under this Schedule 2 if the individual is:

a. a student enrolled in a school (excluding a School Based Apprentice / Trainee), and undertaking accredited vocational education and training (VET) that has been arranged by the school. Government schools are responsible for funding these opportunities for VET through their Student Resource Package (SRP) allocation, including targeted VET in Schools funding. Non-government schools make similar decisions for students on the basis of the resources available to them. This, of course, does not preclude an individual of school age accessing VET opportunities separate to and outside of their school education; or

b. a prisoner within the meaning of the Corrections Act 1986 who is held at any one of the following custodial settings:
   i. Ararat Prison
   ii. Barwon Prison
   iii. Beechworth Prison
   iv. Dame Phyllis Frost Centre
   v. Dhurringile Prison
   vi. Langi Kal Kal Prison
   vii. Loddon Prison
   viii. Marrongeet Correctional Centre
   ix. Tarra Warren Prison
   x. Truganina (Metropolitan Fremantle Centre)
   xi. West Melbourne (Melbourne Assessment Prison)
   xii. Fulham Correctional Centre
   xiii. Port Phillip Prison

c. A person who is detained under the Mental Health Act 1986 or the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 or the Sentencing Act 1991 at the Thomas Embling Hospital.

d. A person who is detained (other than on weekend detention) under the Children, Youth and Families Act 2005 or the Sentencing Act 1991 or who is held on remand in one of the following youth justice facilities:
1.2 These exclusions do not apply to individuals on community based orders or individuals held in Judy Lazarus Transition Centre who, subject to Clause 1 of this Schedule 2, may be eligible for funding under this Schedule 2 as they are able to physically access training outside of a custodial setting without supervision.

1.3 The RTO must apply the following requirements to determine whether an individual is eligible for government subsidised training under this Schedule 2 and thereby be an Eligible Individual for the purpose of this Schedule 2.

1.4 To be eligible, an individual must meet the general citizenship/residency requirements and Victorian Training Guarantee requirements as follows:

   a) To meet the general citizenship/residency eligibility requirements, an individual must be:
      i) an Australian citizen; or
      ii) a holder of a permanent visa; or
      iii) a holder of a Special Category Visa (sub-class 444); or
      iv) an East Timorese asylum seeker; or
      v) a holder of a Temporary Protection Visa.

   b) To meet the Victorian Training Guarantee eligibility requirements, an individual must enrol and commence training in a course or qualification provided by the RTO between the later of 1 January 2012 or when this Agreement is executed, and 31 December 2012 inclusive and be:
      i) under 20 years of age (as at 1 January 2012) and undertaking recognised training; or
      ii) over 20 years of age (as at 1 January 2012) and undertaking recognised training in a Foundation Skills course; or
      iii) over 20 years of age (as at 1 January 2012) and undertaking recognised training as an Apprentice (not Trainee); or
      iv) over 20 years of age (as at 1 January 2012) and undertaking recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

1.5 The RTO must have a clear and documented business process for the determination of eligibility of individuals for government subsidised training under this Schedule 2. The business process and related documentation demonstrating that appropriate checks have been performed to establish each individual's eligibility must made be available to the Commission (or persons authorised by the Commission) for audit purposes.
1.6 Additional guidance for determining eligibility of individuals is detailed at Attachment 1 to this Schedule 2.

1.7 The eligibility requirements include a reference to courses in the Foundation Skills category. Courses have been classified into categories for the purposes of determining eligibility, tuition fee calculation and funding rates. In general, the course categories are as follows:

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Skills</td>
<td>Foundation Level and Pre-Accredited Courses</td>
</tr>
<tr>
<td>Skills Creation</td>
<td>Certificate I and II</td>
</tr>
<tr>
<td>Skills Building</td>
<td>Certificate III and IV</td>
</tr>
<tr>
<td>Traineeships</td>
<td>Various</td>
</tr>
<tr>
<td>Apprenticeships</td>
<td>Various</td>
</tr>
<tr>
<td>Skills Deepening</td>
<td>Diploma and Advanced Diploma</td>
</tr>
</tbody>
</table>

1.8 The current detailed list of course categories is at Attachment 2 to this Schedule 2.

Evidence of Eligibility for the Victorian Training Guarantee

1.9 Relevant evidence to be retained by the RTO for each Eligible Individual must include:

a a signed confirmation by an authorised delegate of the RTO* that one (1) piece of original documentary evidence, or a certified photocopy of original documentary evidence, from the following list, has been sighted:

i an Australian Birth Certificate; or
ii a current Australian Passport; or
iii a current New Zealand Passport; or
iv a naturalisation certificate; or
v a Temporary Protection Visa; or
vi a green Medicare Card; or
vii formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence; or
viii a signed declaration by a relevant referee.

And if the individual is deemed an Eligible Individual under clause 1.4 a and 1.4 b, and the original document produced from the list above does not include a date of birth:
ix a current drivers licence; or
x a current learner permit; or
xi a Proof of Age card; or
xii a 'Keypass' card; and

b for individuals deemed Eligible individuals under clause 1.4 a and 1.4 b iv, a signed declaration by the Eligible Individual, stating the highest qualification that they hold.

* An authorised delegate means an employee/s of the RTO who has been formally delegated this function from the CEO or equivalent. For an authority to be formally delegated, written evidence of such a delegation must be available at audit.

1.10 The evidence described in clause 1.9 must be recorded in a form prescribed by the Commission or in a form which records the exact information as the form prescribed by the Commission and must made be available to the Commission (or persons authorised by the Commission) for audit purposes.

2 Eligibility Exemptions

2.1 Exemptions may be granted for individuals who do not meet the eligibility requirements detailed in Clause 1 of this Schedule 2 (referred to as Eligibility Exemptions).

2.2 Eligibility Exemptions will be available for individuals in accordance with formal advice provided by the Commission and updated from time to time.

2.3 Eligibility Exemptions will apply to the total hours in a course or qualification, up to completion. An Eligibility Exemption provides access to a government subsidised place only and does not extend to student tuition or other fees, which apply to these enrolments in the same way as all other enrolments.

2.4 In some instances the Commission may allow the RTO to grant Eligibility Exemptions to individuals who do not meet the eligibility requirements detailed in Clause 1 of this Schedule 2. In these instances:

a the RTO will be advised by the Commission in writing of any relevant arrangements;

b Eligibility Exemptions may not be granted by the RTO to individuals until such time as the Commission confirms relevant arrangements to the RTO in writing;
c the RTO is responsible for determining Eligibility Exemptions on a case by case basis, at a local level in accordance with the guidelines from the Commission;

d the RTO is required to retain documented evidence to support its decision to grant an Eligibility Exemption to an individual; and

e the Commission is under no obligation to confer any Eligibility Exemptions on the RTO to grant to individuals.

2.5 In some instances, the Commission, or an organisation authorised by the Commission, may directly grant an Eligibility Exemption to an individual who does not meet the eligibility requirements detailed in Clause 1 of this Schedule 2. In those instances:

a the individual is required to provide the RTO with documentation to verify that an Eligibility Exemption has been granted; and

b the RTO must retain documented evidence confirming the individual's Eligibility Exemption; and

c the RTO must enrol the individual in accordance with the relevant procedures issued by the Commission from time to time.

2.6 The RTO must report Eligibility Exemptions to the Commission through the use of the Eligibility Exemption Indicator field in the monthly Student Statistical Reports to be provided under the Agreement.

2.7 An individual granted an Eligibility Exemption in accordance with this Clause 2 will be considered an Eligible Individual for the purposes of the Schedule 2.