
DOCUMENT REFERENCE:	PPP155
RESPONSIBLE MANAGER:	Registrar
CATEGORY:	Quality & Compliance
APPROVED DATE:	
DATE OF NEXT REVIEW:	November 2020
RELATED DOCUMENTS:	PPP148 Student Selection Guidelines PPP046 Information Privacy Policy BP002 Pre Training Review Business Process 2018-2020 VET Funding Contract, Schedule 2, Clause 20 2020 Guidelines about Fees

Introduction

The *Skills First Youth Access Initiative* is a tuition fee waiver/exemption program in place to support eligible young people to participate in education and training. South West TAFE will receive a contribution from the Department as a result of waiving/exempting tuition fees to an eligible individual so long as the requirements of the program are met. Additional information is available in Schedule 2 of our VET Funding Contract.

Scope

These Guidelines apply to ALL enrolments accessing government funding under the *Youth Access Initiative* through enrolment into any course that is deemed suitable for the student to meet their educational needs and goals.

This Program only applies a waiver/exemption to the tuition fee component of enrolment. Student may still be required to pay for consumables and/or materials associated with the course they are enrolling into.

Program responsibility

- ◆ Overall accountability and responsibility for monitoring compliance with the obligations contained within Schedule 2, Clause 20 of the 2020 VET Funding Contract is with the Office of the Registrar
- ◆ Referrals are supported and managed through the Skills and Jobs Centre
- ◆ Training Provider section of the Referral Form is completed by the Office of the Registrar
- ◆ Enrolment obligation are monitored by the Manager, Client Services
- ◆ Data reporting is monitored by the SMS Reporting and Data Analyst

Definitions

The Department refers to the Department of Education and Training (or its successor)

Referring Agency an organisation that is based in the State of Victoria that currently receives funding or is contracted by the Victorian Government or the Commonwealth Government to provide services to children, youth and/or families.

Youth Justice Order means a **community sentence** which includes an undertaking; a youth control order; a probation order; a youth supervision order; a youth attendance order; a youth parole order or a **custodial sentence** which includes a youth residential centre order; or a youth justice centre order.

Child Protection Order has the meaning given to protection order in the *Children, Youth and Families Act 2005 (Vic)*, including a temporary assessment order; an interim accommodation order; a family preservation order; a family reunification order; a care by Secretary order; a long-term care order; a permanent care order; or an undertaking.

Education First Youth Foyer means a resident of one of the following recognised Education First Youth Foyers - Broadmeadows; Lilydale; Glen Waverley; Shepparton; or Warrnambool.

Determining Student Eligibility for a fee waiver/exemption

An eligible individual is someone who meets the criteria set out below and presents a validly endorsed referral form from either the Department of Health and Human Services, the Department of Justice and Community Safety, the Department of Education and Training or a Referring Agency.

The Youth Access Initiative fee waiver/exemption program is available to those who have been, or are currently on

- ♦ a Youth Justice Order
- ♦ a Child Protection Order and/or
- ♦ a resident of an Education First Youth Foyer and
- ♦ are 24 years of age or under and
- ♦ provide the appropriate referral documentation as per Attachment 1

NOTE: Schedule 1, Clause 2.4 applies and any individuals who are a prisoner held in a prison, or detained or held in remand as described in Clause 2.4 a) to d) are **not eligible**.

Referrals

- ♦ Applicants accessing the Youth Initiative Access Program will be supported and managed through the enrolment process by the Skills and Jobs Centre (SJC) to ensure a suitable course for their career aspirations is chosen and that the enrolment process is supported with the required documentation.
- ♦ While the initial contact may be made direct to the teaching department or enquiries staff, all formal referrals must be directed to the SJC
- ♦ A formal referral must be made on the appropriate and approved Referral Form (Attachment 1).
- ♦ When a referral is received:
 - the SJC will meet with the individual applicant and their Case Worker (where relevant) to discuss career plans and suitability for the course
 - the SJC may issue a letter of recommendation for enrolment. If so, the letter of recommendation from SJC and the Referral Form from the official agency will be sent/mailed to Mailbox Enquiries and uploaded to the CRM, triggering the standard enrolment process.
- ♦ Where enrolment is not supported, the SJC will have further career guidance discussion with the applicant and their Case Worker to identify other options

Pre Training Review Process and Enrolment Process

- ♦ To proceed to enrolment, an applicant who is accessing the Youth Initiative Access Program must have BOTH a letter of recommendation from SJC and an official Referral Form (as per attachment 1)
- ♦ The SJC can assist an applicant to progress their enrolment by utilising the "Apply Now" process from South West TAFE's website. From here, the application will follow the standard enrolment process
- ♦ Applicants complete the Pre Training review and LLN quiz as per our standard process for the course in which they are seeking to enrol.
- ♦ Students complete their enrolment through the SWTAFE approved process including the completion of their Enrolment Form and Student Eligibility and Student Declaration component.
- ♦ The official Referral Form and letter of recommendation from SJC must be included in the enrolment documentation so that the fee waiver/exemption is applied at the point of enrolment. The "Training Provider" section of the referral form is completed by the Registrar or their delegate.

Evidence to be retained for Audit Purposes:

South West TAFE will retain on the student's Administration File, the following evidence or audit purposes.

- ♦ A validly endorsed referral form from either the Department of Health and Human Services, the Department of Justice and Community Safety, the Department of Education and Training or a Referring Agency.

Data Reporting and Monitoring Obligations

All fee waivers/exemptions granted to Eligible Individuals in accordance with these Guidelines must use the relevant Fee Exemption/Concession Type Identifier to report:

- ♦ **Fee Exemption / Concession Type Identifier: E**
Use the code 'E' for individuals enrolled under the Skills First Youth Access Initiative (where the student HOLDS a current Health Care Card)
- ♦ **Fee Exemption / Concession Type Identifier: I**
Use the code 'I' for individuals enrolled under the Skills First Youth Access Initiative (where the student DOES NOT hold a current Health Care Card)

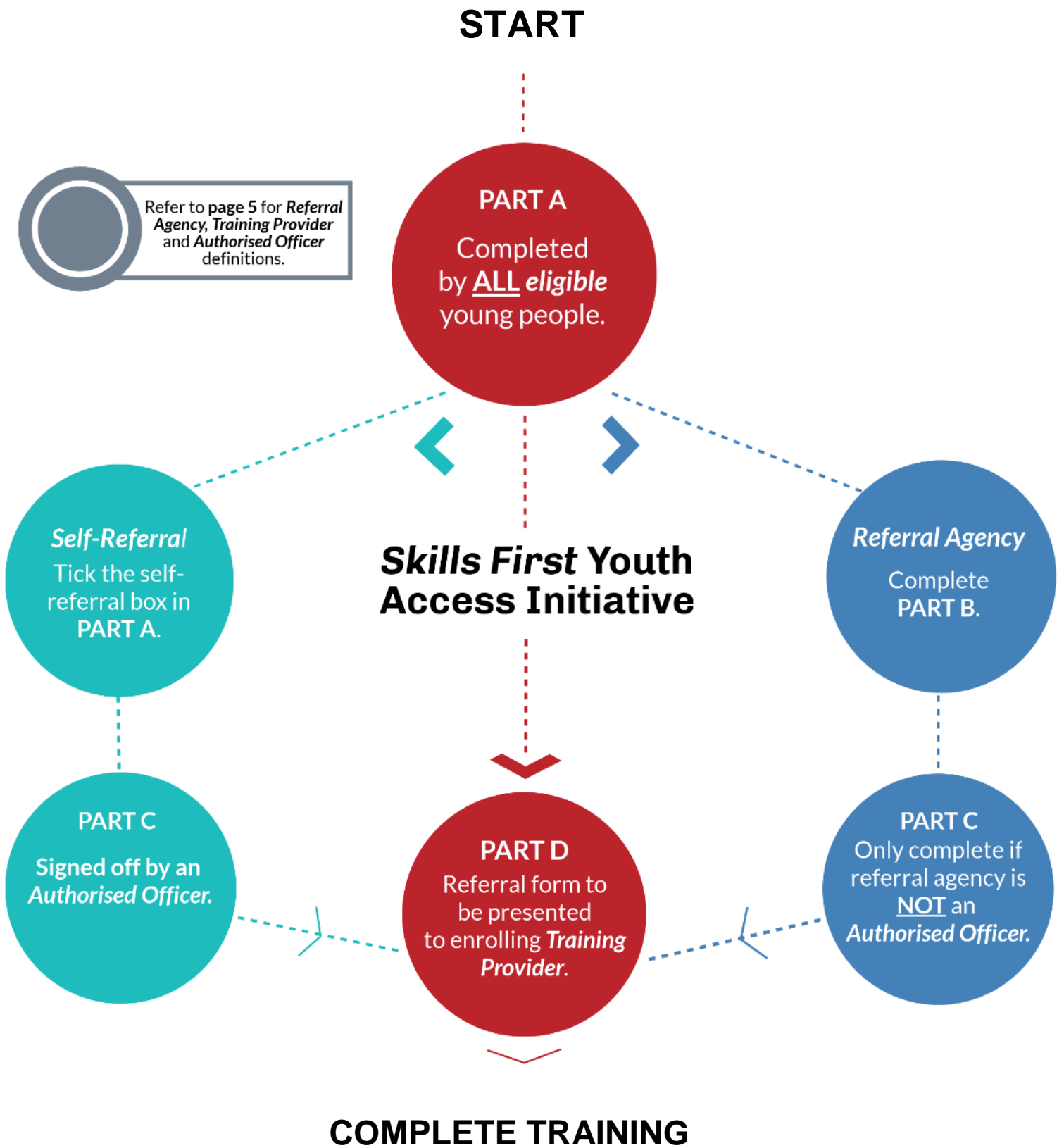
SKILLS FIRST YOUTH ACCESS INITIATIVE: Referral Form

HELPING BRIDGE THE GAP BETWEEN EDUCATION AND DISADVANTAGE FOR YOUNG PEOPLE IN VICTORIA

This Referral Form must be completed in order to obtain a *tuition fee waiver* under the *Skills First Youth Access Initiative*. Please refer to the **Skills First Youth Access Initiative: Guide Book** prior to completing this form. The *Skills First Youth Access Initiative* provides a tuition fee-waiver for Victorian young people undertaking government subsidised accredited training who:

- are aged 24 years or under at the time of first commencing education and training; and
- have been or currently are on a **Child Protection Order** or a **Youth Justice Order (but not currently in custody)**; or
- are an **Education First Youth Foyer** resident.

Figure 1 outlines the Skills First Youth Access Initiative referral process.



SKILLS FIRST YOUTH ACCESS INITIATIVE – REFERRAL FORM

PART A – To be completed by the eligible young person

Name: _____ Date of birth: ____/____/____
 Phone / Mobile: _____ Email: _____

- **Privacy statement:** If you've previously been on a **Youth Justice Order** and are no longer managed by a youth justice case worker, you can email a copy of your referral form with **PART A** completed and signed to youthaccessinitiativeeligibility@justice.vic.gov.au to have your eligibility confirmed. By signing and sending the form to the Department of Justice and Community Safety (DJCS) you're consenting to your personal information regarding any previous youth justice history being shared with the Department of Education and Training (DET) and the enrolling training provider for the purpose of accessing the tuition fee-waiver.
- If you've previously been on a **Child Protection Order** and are no longer engaged with a child protection service, please contact the **leaving care hotline** on: **1300 532 846** or email: leavingcare@mcm.org.au for assistance in authorising eligibility for the Youth Access Initiative.

I (Print Name) _____, consent to the information provided on this form being shared between **Referral Agencies, Authorised Officers, DET, DJCS, Department of Health and Human Services (DHHS)** and **Training Providers** for the purpose of assessing my eligibility to the tuition fee-waiver under the Youth Access Initiative.

Signed: _____ Date: ____/____/____

PART A must be completed by the eligible young person for information sharing. If the participant is under 16 years of age, their legal guardian should complete it.

Tick this box if you are self-referring without the support of a *Referral Agency* and proceed to **PART C**.

PART B – To be completed by the Referral Agency

If the *Referral Agency* staff member completing the form is an *Authorised Officer* (see page 5 for definition), do not complete **PART C**.

Name of Referring Agency: _____

Is the Referral Agency staff member an **Authorised Officer** (see page 5 for definition)? YES / NO

Print Name of Referring Agency Staff: _____

I confirm that the young person described in Part A (tick all the appropriate boxes):

- is currently 24 years of age or under; and
- 'has been' or is 'currently on' a **Child Protection Order** or a **Youth Justice Order (but is not currently in custody)**; OR
- is an **Education First Youth Foyer** resident; and
- wants to enrol in suitable government subsidised training at an appropriate training provider as described in the **Skills First Youth Access Initiative: Guide Book**.

Signed: _____ Date: ____/____/____

Phone / Mobile: _____ Email: _____

PART C – To be completed by an “Authorised Officer” from one of the following:

- the Department of Health and Human Services (DHHS)
- the Department of Justice and Community Safety (DJCS)
- or an Education First Youth Foyer

If **PART B** is completed by an *Authorised Officer*, do not complete **PART C**.

I confirm that the young person described in Part A (tick all the appropriate boxes):

- will be 24 years of age or under; and
- ‘has been’ or is ‘currently on’ a **Child Protection Order** or a **Youth Justice Order, (but is not currently in custody)**; OR
- is an **Education First Youth Foyer** resident; and
- wants to enrol in suitable government subsidised training at an appropriate training provider as described in the *Skills First* Youth Access Initiative: **Guide Book**.

Name of staff member: _____ Position: _____

Name of the Department: _____

Division: _____ Branch / Unit: _____

Signed: _____ Date: ____/____/____

Phone / Mobile: _____ Email: _____

PART D – To be completed by a representative of the enrolling Training Provider

- The young person is eligible to enrol in government subsidised training under *Skills First* and has been enrolled in a suitable course.
- The eligible young person has been granted a waiver of their student tuition fees under the *Skills First* Youth Access Initiative.

Enrolling training provider must keep the ORIGINAL referral form and give a COPY to the enrolling young person and Referral Agency (where applicable).

Name of the Training Provider: _____

Address of the Training Provider: _____

TOID: _____ Course Code: _____

Course Name: _____

Course Start Date: _____ Expected Course End Date: _____

Contact Name: _____ Phone / Mobile: _____

IMPORTANT MATTERS TO NOTE**Referral Agency**

Any organisation based in Victoria that currently receives funding from or is contracted by the Victorian Government or the Commonwealth Government to provide services to children, young people and/or families can act as a Referral Agency for the *Skills First* Youth Access Initiative and support the eligible young person in completing the Referral Form and enrolling in a suitable course. All Referral Agencies are required to retain a **COPY** of this Referral Form for audit purposes.

Authorised Officers

Authorised Officers can sign off on the eligibility of a young person for the *Skills First* Youth Access Initiative. These include Post-Care Support staff, Education First Youth Foyer authorised staff, Youth Justice case managers, central DJCS authorised staff, and Parkville College.

Training Providers

Skills First contracted Training Providers approved to offer a tuition fee waiver under the Youth Access Initiative (being only TAFE and Dual Sector Universities and Learn Local organisations), must **NOT** charge eligible Youth Access Initiative young people any tuition fees for government subsidised accredited training.

Relevant training providers are required to retain the **ORIGINAL** of this Referral Form for audit purposes, and return a copy to the Referral Agency (where relevant), and to the enrolling student. The Training Provider will receive a contribution from DET for the tuition fee-waiver under the *Skills First* Youth Access Initiative.

The Training Provider must report all training delivered to the eligible young person under the *Skills First* Youth Access Initiative in accordance with the reporting requirements outlined in the **Victorian VET Student Statistical Collection Guidelines**, including using the Fee Exemption/Concession Type Identifier 'E'.