

Welcome

VET materials fees webinar

The opening address and acknowledgement of country will be given by Scott Widmer, Assistant Deputy Secretary, Senior Secondary Pathways Reform Taskforce

The Q & A function will be available during the webinar. Please direct questions to 'All panellists' and not an individual panellist.

While we may not have time to answer all questions today, we will endeavour to capture responses through our FAQs.

VET materials fees



VET materials fees

From the start of 2022, the Department will reimburse VET materials fees to government schools to address the cost barrier for families.

This means that schools will no longer be able to request payments from parents for essential learning materials for VET programs. The VET material fees policy should be read in conjunction with the new [Parent Payment Policy](#).

VET materials funding information can be found in the [Vocational Education and Training Delivered to Secondary School Students \(VDSS\) policy advice on PAL](#).

What are VET materials?

Formal definition:

VET materials are any items that are required for the provision of a VET program that are necessarily consumed or transformed by students as part of training and assessment. These items must align with the inclusions and exclusions document.

The inclusions and exclusions document provides details of the categories of VET materials:

- Consumables
- Personal Protective Equipment
- Resources
- Excursions

What are VET materials?

Consumables

Definition: Materials required for training and assessment that are consumed and cannot be recycled such as: hair products, nails, glue, single-use chemicals, solder.

Personal Protective Equipment

Definition: Safety items required due to the nature of the training and assessment. These can be provided as class sets e.g. safety glasses. Other PPE include items that cannot be shared for hygiene reasons and are disposable e.g. disposable gloves, hair nets.

Resources

Definition: Items required to support delivery of a program. These could include workbooks, handouts, online resources and class sets such as textbooks.

Excursions

To assist with transitional arrangements, costs for excursions will be reimbursed for 2022 only.

VET Fees – Inclusions and Exclusions

Last update 03/09/2021

Materials Fees	Description	Included / Excluded	Rationale
Consumables	Materials required for training and assessment that are consumed and cannot be recycled.	Included	Materials required to support the provision of training.
Personal Protective Equipment	Safety items worn or used by the student including safety glasses, hearing protection, gloves, hair nets.		
	PPE provided as a class set and retained by the school (operating as an RTO)	Included	Items are a requirement of the safe provision of training and/or assessment.
	PPE consumed or disposable	Included	Items may be used and disposed or retained by the student and not shared for practicality and hygiene.
Resources	Workbooks, handouts, photocopying, online learning resources, class sets intended to be returned and retained by a government school RTO	Included	Resources required to support the provision of training.
Celebrations	Awards nights, celebratory excursions, catering	Excluded	The activity is not a requirement of the training or assessment.
Clothing	Clothing including uniform, overalls, coveralls, jacket, hat, polo top, sportswear, footwear including safety boots	Excluded	Apply the Student Dress Code. Students are dressed safely and appropriately for the activity, role and workplace expectation and retained by the student.
Transport	Transport costs that are a requirement of training or assessment	Excluded	Free instruction includes the provision of facilities in connection with the instruction of the standard curriculum program.
	Commuting, regular transport to class	Excluded	Transport to training is not an eligible materials fee.
Facilities hire	Hire of specialized facilities required for training or assessment	Excluded	Free instruction includes the provision of facilities in connection with the instruction of the standard curriculum program.
Personal Protective Equipment	PPE worn and retained by the student	Excluded	Apply the Student Dress Code. Students are dressed safely and appropriately for the activity.
Resources	Online registration/subscription fees, platform charges, software	Excluded	Delivery, operational and administrative costs are not eligible materials costs
RTO fees	Tuition fees, registration, and administration fees	Excluded	Free instruction requires that the student is provided tuition and the associated administrative costs, free of charge.
Tools	Tools upgrade or purchase initiated by the parent	Excluded	Parents may opt to purchase items they wish the student to retain.

Arrangement for 2022 only: To assist with transitional arrangements, costs for excursions will be reimbursed for 2022 only.

Note: Schools cannot request voluntary contributions for any VET materials that have been funded. (Reference: Parent Payment Policy, 2022)

Let's look at a couple of examples:

Example 1: Certificate III in Beauty Services - part of the Hairdressing and Beauty Services Training Package.

The [TGA Companion guide](#) includes a list of mandatory equipment and resources that the RTO must provide in order to deliver this course.

Some of the equipment and materials required for this qualification are listed below:

- Hand washing basin
- Client gowns and hair protectors
- Treatment products e.g. skin care
- Wax strips
- Wax applicators
- Hot wax pots
- Magnifying lamp
- Disposable gloves
- Trolley for products
- Treatment table
- Treatment towels
- Brow and lash tints

So, which are VET materials and which are not?

Equipment - not reimbursable	VET materials - reimbursable
Hand washing basin	Disposable gloves – <i>PPE</i>
Hot wax pots	Treatment products – <i>Consumables, cannot be reused</i>
Magnifying lamp	Wax strips – <i>Consumables, cannot be reused</i>
Treatment table	Wax applicators – <i>Consumables, cannot be reused</i>
Client gowns	Brow and lash tints – <i>Consumables, cannot be reused</i>
Treatment towels	Other items could include: handouts, workbooks - <i>Resources</i>
Trolley for products	

These items are required to conduct training and assessment and must be provided by the RTO.

Ideally, costs for these should be factored into the enrolment/tuition fees.

These items are also requirements for training and assessment however, they do not have a long shelf life and therefore would fall under the 'materials' classification.

Example 2: Certificate II in Automotive Vocational Preparation

Some of the equipment and materials required for this qualification are listed below:

- Hand tools such as spanners, screwdrivers, hammers, sockets and ratchets
- Fasteners including bolts, washers, nuts, studs, screws
- Power tools
- Engine crane
- Motor oil
- Workbook
- PPE including safety boots, earplugs, protective gloves
- Vehicle lifting equipment such as jacks, jack stands, hoists
- Drip trays
- Uniform such as overalls, high-visibility clothing
- Tool kit
- Online-learning module

So, which are VET materials and which are not?

Equipment - not reimbursable	VET materials - reimbursable	Student may want to purchase these and retain them for personal use
Assorted hand tools	Assorted fasteners - <i>Consumables</i>	PPE - safety boots, earplugs, protective gloves
Assorted power tools	Motor oil - <i>Consumables</i>	Uniform - overalls, high-visibility clothing
Vehicle lifting equipment	Workbook - <i>Resources</i>	Tool kit – if it is a requirement that the student must have their own
Engine crane	Online-learning modules - <i>Resources</i>	
Drip trays		

What can schools do?

- Schools are encouraged to discuss fees with RTOs and ensure that VET materials are itemised and individually costed.
- Schools are encouraged to research relevant training packages for VET qualification information, and to check particular programs that RTOs have on scope.
 - [Training.gov.au](https://training.gov.au) (also known as TGA) is the authoritative source of information on nationally recognised training components and provides details of all registered VET training providers and their respective scopes.
 - The Department's [Know Your RTO](#) intranet site provides information to help schools select a training provider.



Eligibility for VET material fee funding

VET programs eligible for funding:

- Certificate II to IV qualifications within a senior secondary certificate (VCE or VCAL)

Note: *the VET certificates must be part of your school's curriculum offering*

- SBATs and Head Start, within a senior secondary certificate

VET programs not eligible for funding:

- Programs undertaken outside of the school curriculum
- Traineeships undertaken outside of school such as in a part-time employment arrangement
- Certificate I qualifications
- Certificates in General Education (e.g. *Certificate II in EAL (Employment) and Certificate II in EAL (Access)*)
- Diploma level qualifications

Applying for VET materials fee reimbursement

Who can apply?

- VET material fees reimbursement is available to Victorian Government schools.
- Only the **home** school can apply for reimbursement for VET materials fees incurred for its students – whether they are undertaking the VET program at the home school through an auspice arrangement or with an external provider such as a school RTO, TAFE, private RTO.
- Schools delivering a VET program cannot apply for reimbursement for students who are attending from other government schools.

Scenario:

Happy High School is a school-based RTO delivering a building and construction qualification for 20 students. This includes ten of their own students plus an additional ten students from two other Government schools.

As the host school, Happy HS is responsible for purchasing the materials required to run this program. For example, some of the materials purchased for this qualification may include safety glasses, nails, screws and construction adhesive. The invoice from the supplier, with a breakdown of these costs, may look like this:

Item	Quantity	Cost per item	Total Cost
Safety glasses	20	\$12	\$300
Nails Pack	700 Pack x 10	\$29	\$290
Screws	500 Pack x 10	\$18	\$180
Adhesive	320g x 80	\$4	\$320
			\$1 090

Happy HS, as the host school, is required to apportion this invoice amount between the three schools then issue separate invoices to each.

Sample SC sends eight of its students to Happy HS to take this course, which is 40% of the total number of students. The portion of this invoice that will be allocated to Sample SC for these materials will be 40% of \$1090 = \$436.

Sample SC will pay this amount to Happy HS and then claim VET materials fees reimbursement for \$436 from the Department for its students' fees.

Happy HS has 10 students taking this course, so will claim 50% of \$1090 = \$545 reimbursement. The remaining \$109 will be invoiced to the other school who has two students enrolled in this course and who can claim accordingly.

Applying for VET materials fee reimbursement

When to apply:

- Applications for reimbursement open in Term 4 2021, for the 2022 school year.
- Applications can be submitted throughout the year.
- To avoid multiple Initiative Agreements, it will be more efficient for schools to submit an application when they have a good idea about what the actual VET materials fees will be.

The application process:

- Schools will be emailed a copy of the application form from their relevant JSPM. The application form has been streamlined, and prepopulated, to support completion.
- The completed form must be sent to vet.secondary@education.vic.gov.au for approval.
- Once approved, an Initiative Agreement will be set up, through the Schools Targeted Funding Governance Portal (STFGP), to enable schools to submit claims.

A summary of the application and reimbursement process can be found [here](#).

Applying for VET materials fee reimbursement continued...

Submitting a claim on the STFGP:

- Schools can submit one application with multiple requests for reimbursement – preferred model for efficiency, but applications can be submitted as required.
- When a school submits its materials fees invoice for reimbursement to DET, it must also provide the RTO/supplier invoice(s), that itemises the essential materials, is shown as paid, and is signed to certify receipt of goods.
- The school invoice should reflect the amount of the itemised RTO/supplier invoice(s) and the amount claimed must be within or equal to the total amount approved in the application process.
- If the information stated in the submitted application form changes, a new application will need to be submitted.

For support regarding the STFGP please email: schools.targeted.funding.governance@education.vic.gov.au

Support available

- The [VET materials inclusion and exclusions](#) document provides a breakdown of which VET materials are included and excluded from VET materials funding.
This document is located on the [VDSS](#) site on PAL.
- The [Frequently Asked Questions](#) resource provides answers to common questions and should be the first port of call for any VET materials fees queries.
 - we've been updating this document weekly when new queries are received.
 - the document is located in the [VDSS](#) site on PAL (*under the **Further information** subheading*).
- Jobs, Skills and Pathways Managers (JSPM) – the name of the JSPM for each area is provided in the next slide.
- vet.secondary@education.vic.gov.au – please send any questions or queries relating to VET to this email and one of the Vocational Education team will respond as soon as possible.

Contacting the Vocational Education Unit

Please direct queries relating to VET materials to the vet.secondary@education.vic.gov.au account.

Jobs, Skills and Pathways Managers

The Jobs, Skills and Pathways Managers, for each area, are listed below. Contact details can be found via Outlook.

North Eastern Victoria Region		South Eastern Victoria Region	
Emily Barter	Inner Eastern Melbourne Area	Carol Hankinson	Bayside Peninsula Area
Gregory Cowan	Outer Eastern Melbourne Area	Mariah Dastey	Inner Gippsland Area
Ross Wilson	Ovens Murray Area (and Goulburn Area tentatively)	Rebecca Ottery	Outer Gippsland Area
		Sally-Anne Melke	Southern Melbourne Area
North Western Victoria Region		South Western Victoria Region	
Helen Brooker	North Eastern Melbourne Area	Andrew Hardiman	Wimmera South West Area
Nancye Harrison	Hume Morland Area	Leon Underwood	Central Highlands Area
Wendy O'Connor 2	Loddon Campaspe Area	Maree Bovell	Western Melbourne Area
William Trimble	Mallee Area	Maria Cox	Brimbank Melton Area
		Scott Hucker	Barwon Area

Thank you

Vocational Education team:

Maree Haynes, Co-manager

Clare Finlayson, Co-manager

Dora Ioannou, Senior Project Officer

Carol Cordery, Senior Project Officer

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