

VET MATERIALS FEES

FREQUENTLY ASKED QUESTIONS

This document will continue to be updated.

Last Update: 03/09/2021

General information

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

VET materials are items and activities required for the provision of a VET program. Items are necessarily consumed or transformed by students as part of training or assessment. Activities must be undertaken for, and contribute to, training and assessment. These items must align with the inclusions and exclusions document.

VET materials reimbursement funding will ensure government schools can support VET selection based on a student's strengths and interests, without the barrier of financial constraints.

1. How do I apply and what is the process?

Prior to the end of Term 3, the application form for VET materials reimbursement will be distributed to each school by the relevant Jobs, Skills and Pathways Manager. The application process is summarised here: [VET materials fee application and reimbursement process](#). When the application is approved, an invoice for VET materials, that have been purchased and paid for, can be submitted. In order to be reimbursed the cost of materials fees, schools must follow the process for reimbursement outlined in the [Schools Targeted Funding Governance Portal](#).

2. When can I apply?

Applications will be accepted from Term 4, 2021. Applications should be submitted once your school has a firm idea of the cost of materials. Where possible, single applications including multiple materials fees requests are deemed more efficient to avoid multiple Initiative Agreements. When the application is approved, an invoice for VET materials, that have been purchased and paid for, can be submitted

3. Are all school sectors eligible for VET materials reimbursement?

VET materials fee funding is only available to Victorian Government schools.

4. Can I submit more than one application in a school year?

Yes, applications can be made throughout the year.

5. What level of VET certificate is eligible for reimbursement of materials fees?

Certificate levels II to IV that contribute to the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL). The application form will be pre-populated with certificates, accredited courses, skill sets, the Construction Induction Card and First Aid Training.

6. Which qualifications and courses are not included in the VET materials funding?

Reimbursement of VET materials fees is not available for enrolment in the following:

- Certificate I qualifications
- Certificates in General Education for Adults
- Generalist programs such as Certificate II in EAL (Employment) and Certificate II in EAL (Access)
- Diploma level qualifications. Schools wishing to provide Diplomas may fund this delivery from the core SRP allocation
- Standalone short courses

A student who is enrolled in a school, either full-time or part-time and enrolled independently of their school in a VET program at a TAFE or Registered Training Organisation (RTO), is not eligible to have their VET materials fees reimbursed. Traineeships undertaken by students outside of school, such as in a part-time employment arrangement, are not claimable.

7. Are materials fees for School Based Apprentices and Trainees (SBATs) and the Head Start program eligible?

Yes, materials fees for SBATs and Head Start are claimable as long as the SBAT is part of the senior secondary certificate (VCE or VCAL).

8. Can the VET material reimbursement be accessed by disadvantaged students?

Yes, the reimbursement of VET materials is for all government secondary school students undertaking eligible VET qualifications at Certificate II – IV level within their VCE or VCAL including SBATs and Head Start.

9. Should schools ensure students have free access to all items on a one-to-one basis?

Schools must ensure students have free access to all items, activities and services that are used by the school to deliver the Curriculum. Schools are not required to ensure students have free access to items on a one-to-one basis, however, schools must determine a reasonable level of resourcing to ensure students have access to the relevant items for the duration they are required. Schools also need to consider the most appropriate arrangements to facilitate student access to required items.

10. Does free instruction apply to VET in the VCE and VCAL?

Free instruction applies to VET studied within the senior secondary certificates (VCE and VCAL) as it is part of the standard curriculum program. Schools cannot charge for costs that could be considered supports, resources, administration or school facilities required to deliver instruction in the standard curriculum.

11. What VET materials fees can RTOs charge?

Schools should be aware RTOs are free to set their own fees. Prior to engaging an RTO, schools are encouraged to negotiate which services/materials are included in the RTO fee structure to ensure they are only paying for services/materials students use. For example, student amenities fees are not VET materials. Schools should ask RTOs to clearly identify what amenities are included as part of this fee as school students may not be using the RTO's library, student services or cafeteria, and therefore this fee may not be applicable.

12. Is there a cap on materials fees?

A set amount of funding has been secured. Applications from schools will be reviewed to compare costing information from previous years and against current market rates. Excessive claims will be capped.

13. What mandatory equipment and resources should an RTO provide?

Training.gov.au (also known as TGA) is the authoritative source of information on nationally recognised training components and provides details of all RTOs and which qualifications they offer. Companion guides for each VET qualification, often list mandatory equipment and resources that the RTO must provide to deliver a particular VET qualification. Also, each unit of competency includes a list of equipment/learning supports required for assessment. Generally, these items form part of the RTO's enrolment fee. That is why qualifications with significant equipment and learning supports are more expensive than others. For example, the cost of ovens for Hospitality, lathes for Furniture Making and cameras for Photography would be reflected in a higher enrolment fee.

14. Are specialised facilities required for training and assessment eligible for materials fee reimbursement?

Facilities required for instructing in the standard curriculum program are not eligible for VET materials funding as these facilities (including the hire of specialised facilities) are part of free instruction.

15. What can be included in materials fees?

Materials fees are defined as items and activities required for the provision of a course for training or assessment. Items are necessarily consumed or transformed by students as part of training or assessment. Activities must be undertaken for and contribute to training and assessment. These items must align with the inclusions and exclusions document. Refer to: [VET material funding inclusion and exclusions table](#).

16. Are facilities and items such as cameras, musical instruments, and surfboards VET materials?

No. The RTO must provide facilities, whether physical or virtual, and equipment that would be required in an operational workplace relevant to the VET qualification it has on its scope. These associated costs should be reflected in the RTO's enrolment fee. Higher cost VET qualifications attract higher enrolment fees, and lower cost VET qualifications requiring standard facilities and minimal equipment such as in some Business Studies qualifications would attract lower enrolment fees.

17. Will a class set of materials be reimbursed?

Yes, for school RTOs only. Class sets of materials that will remain the property of the school, will be eligible for reimbursement.

18. When is Personal Protective Equipment (PPE) claimable?

PPE is claimable if:

- PPE is provided as a class set and retained by the school, e.g. safety glasses and aprons.
- PPE is used and disposed/retained by the student, and cannot be shared for practicality and hygiene, e.g. masks and hairnets.

19. When is Personal Protective Equipment not claimable?

PPE worn and retained by the student e.g. safety boots.

20. Are parents permitted to purchase essential learning materials for their child?

Parents may choose to purchase additional items or items beyond those supplied by the school. For example, if parents choose to purchase a more expensive brand or additional items intended to be kept by the student. If a parent does not provide or purchase their own educational items, the school must ensure the student has free access to what is needed at school to access the school's delivery of the Curriculum.

21. Under what circumstances can contributions be requested from parents?

Where the student is retaining possession of an item, a contribution may be sought from parents.

22. Are excursions eligible for VET materials reimbursement?

Since the release of the VET material fees initiative, there have been many concerns from schools regarding the exclusion of excursions as VET materials. After consideration of the feedback provided and the timing of the release of this initiative, the Department has agreed to implement a transitional arrangement for the 2022 school calendar year. This means that schools will be reimbursed for costs associated with an excursion that is an essential component of a VET program and without which completion of the program is compromised. For this transitional period, schools may include excursions in their application for VET material fees reimbursement.

23. What evidence is required to claim VET materials reimbursement?

The school must provide an itemised invoice from the RTO or supplier, shown as paid, and signed to certify receipt of goods. The invoice/s must be within or equal to the total amount approved in the application process. The school invoice amount must be exclusive of GST. Refer to the [GST Exclusive](#), from the STFGPs Frequently Asked Questions, for an explanation.

24. What happens if the RTO or supplier invoice includes items which are not VET materials?

The school must strikethrough items on the RTO/supplier invoice that cannot be claimed as VET materials. The total of the school invoice should match the total of the amended RTO/supplier invoice.

25. What happens if the invoice from a supplier covers multiple schools?

If an invoice from a supplier covers materials for students from multiple schools, it is common practice that the school RTO should apportion the invoice amount and issue separate invoices to the participating schools. The school RTO should invoice DET for only the proportion of the invoice applicable to its students and provide the original supplier invoice. A copy of the invoice should also be sent to the participating schools as evidence for their claim.

26. How will claims be audited?

Claims are primarily verified against the invoice. A secondary check can also be made against VET VASS enrolments, and apprenticeship/traineeship registration on Epsilon and comparison with previous year costs.

27. Do schools need to refund the VET materials reimbursed if a student withdraws?

If the cost has been incurred a refund is not required.

28. Can schools claim for VET materials reimbursement for Year 10 students undertaking VET courses?

Schools will be able to claim for VET materials reimbursement for Year 10 students who are studying VET within their senior secondary certificate.

29. Can a school be reimbursed if a student enrolls late or in a mid-year intake?

Applications can be made throughout the year.

30. For students undertaking VET programs outside of their home school, which school applies for VET materials reimbursement?

If students attend another school or external provider to undertake a VET program, as part of their VET/VCAL certificate, only the 'home' school should apply for reimbursement of eligible VET materials fees. The home school is the school which holds the student's enrolment. The 'host' school or RTO (including a school RTO), delivering the VET program, must not apply for VET materials funding for students undertaking a VET program at their school where the 'home' enrolment is at another school. A school RTO can claim only for its own students.

31. Is there a list of inclusions/exclusions for reimbursement of VET materials?

Yes, you can find the information here: [VET Materials Fees – Inclusions and exclusions](#).

Related policies

- [Parent Payments: Guidance](#)
- [Financial Help for Families: Policy](#)
- [Personal Devices – Access Policy](#)
- [Student Dress Code: Policy](#)
- [Interpreting and Translation Services: Policy](#)
- [Finance Manual — Financial Management for Schools Policy](#)
- [Students with Disability Policy](#)

Relevant legislation

- *Education Training and Reform Act 2006*
- Schools must act compatibly with and consider rights under the *Charter of Human Rights and Responsibilities Act 2006* when making decisions about payments.