

## STUDENT ELIGIBILITY

### Performance Standard 3 and 4 - Pre-qualified Supplier Policy 2018-2019

### Certificate 3 Guarantee Program Policy 2018-2019

*This policy is specific to the qualification Certificate II in Sport and Recreation (SIS20115) delivered by Binnacle Training as Pre-qualified Supplier (PQS) under the Certificate 3 Guarantee / VET in Schools (VETiS) initiative, funded by the Queensland Government's VET investment budget.*

#### Scope

VETiS qualifications funded by the VET investment budget are listed on the [Priority Skills List](#). These qualifications are delivered by RTOs who have been approved by the department as pre-qualified suppliers (PQS) under the Certificate 3 Guarantee. Schools, in consultation with students and their parents, are able to choose any PQS approved to deliver the eligible qualification.

Students undertaking VETiS, funded by the VET Investment budget, can complete one employment stream qualification (Priority Skills List) at the Certificate I or II level.

Binnacle Training (RTO 31319) is approved as a Pre-qualified Supplier (PQS) to deliver [Certificate II in Sport and Recreation \(SIS20115\)](#) as a VETiS funded qualification. All other Binnacle qualifications are delivered as 'Fee for Service' only as invoiced to the School.

Under the PQS system, funding follows the eligible student to their chosen PQS and is paid directly to the PQS on submission of the student's validated training data.

VETiS funded by the VET investment budget is fee-free for students. Under Binnacle's Third Party arrangement with schools, this means that the school should not pass on any fees pertaining to the VETiS-funded Certificate II qualification where this has been subsidised through VETiS to the student.

For further information regarding the VETiS program, visit the Queensland Government's [VETiS page](#).

#### Policy

##### Who is eligible to receive VETiS funded training?

To be eligible to enrol in the Certificate 3 Guarantee (VET in Schools initiative), prospective students must:

- be a school student in Years 10, 11 or 12;
- permanently reside in Queensland; and
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen.

In addition to the standard eligibility requirements, specific restrictions and/or exemptions may apply to participation in certain subsidised qualifications. There are currently no specific restrictions and/or exemptions to participation in the Certificate II in Sport and Recreation (SIS20115).

The VET investment budget will provide funding for students to complete one VETiS qualification listed on the [Priority Skills List](#) while attending secondary school (in Years 10, 11 and 12). This means if you have previously utilised your VETiS subsidy with another qualification that you have **completed** - then you would be:

- ineligible for this program to be offered as a VETiS-funded qualification, however
- you are still able to enrol into the Binnacle Certificate II as a 'fee for service' student.

[See School Pricing >](#)

### **Students will opt-in or opt-out of VETiS**

All students will have the option to either 'opt in' or 'opt out' of the VETiS subsidy specific to the VETiS-funded qualification. This will include both a student and teacher acknowledgement to confirm that:

- the student has been adequately informed about the VETiS funding availability for the Certificate II in Sport and Recreation (SIS20115) qualification prior to confirming their 'opt in' or 'opt out' status;
- the VET investment budget will provide funding for students to complete one VETiS qualification listed on the [Priority Skills List](#) while attending secondary school (in Years 10, 11 and 12); and
- VETiS information has also been supplied to the student's parent/guardian in the form of completion/return of Binnacle's [Parent Acknowledgement](#).

Prior to reporting as VETiS, Binnacle's internal procedure requires the nominated VET Manager to confirm the VETiS eligibility of each student who elect to utilise the VETiS subsidy.

#### **'Opt out' = Fee for Service**

Where students choose to 'opt out' (and this action is confirmed by the school's VET Manager), a participant fee will be charged upon enrolment cut-off in Term 3 (31 July of commencement year). [See School Pricing >](#)

#### **Fee-free for VETiS Students - Certificate II Participant Fees as invoiced to School WAIVED**

For students who a) 'opt in' to Binnacle's Certificate II in Sport and Recreation as a VETiS funded qualification, and b) meet VETiS funding eligibility requirements, Binnacle will waive all Certificate II participant fees as invoiced to the school. This is as follows:

- Certificate II in Sport and Recreation - \$210 per student - **WAIVED for all VETiS students**
- First Aid (if delivered with Binnacle) - \$40 per student - **WAIVED for all VETiS students**
- Sport-specific accreditations where required for competency completion (e.g. NRL modified games coach accreditation - \$25 per student) - **WAIVED for all VETiS students**

## **Procedure**

### **1. Pre-enrolment**

Binnacle Training will inform students (and parents) of the VETiS initiative, funded by the Queensland Government via the following documents:

- Student Information – Certificate II in Sport and Recreation. Available at:  
<https://www.binnacletreaining.com.au/rto.php#student-information>
- Parent acknowledgement – Certificate II in Sport and Recreation. Available at:  
<https://www.binnacletreaining.com.au/rto.php#parent-acknowledgement>

These documents are made available on the Binnacle Training website and to our Schools (as third party) via our program-specific Course Content.

## **2. At Initial Enrolment**

Due to the nature of students entering the subject and often undertaking multiple VETiS funded qualifications, students will (upon enrolment) be reported in Binnacle's student management system as follows:

*Enrolment Administration Details → Funding Source (National) = ‘Fee for Service’ (20 – Domestic full fee-paying client).*

This initial reporting allows for students/parents to make an informed choice regarding the selection of their one VETiS funded qualification while at school. Importantly, while Binnacle Training will commence reporting as ‘Fee for Service’, Binnacle will withhold applying a ‘per participant’ fee (as invoiced to the school) for each student until VETiS confirmations have been finalised (i.e. prior to the 31 July enrolment cut-off, in the year of course commencement). This timing is in alignment with the initial invoice only being issued to the School after the enrolment cut-off date - allowing for VETiS confirmations to be finalised in this time.

As part of the enrolment process (prior to commencement of training/assessment), each enrolled student will undertake a VETiS induction (including Student and Teacher acknowledgement, located within their Term 1 assessment group), administered by their Teacher. At this point, students have the option to either:

- a. Select SIS20115 Certificate II in Sport and Recreation as a VETiS funded qualification; or
- b. Advise Binnacle Training that they do not choose to use SIS20115 Certificate II in Sport and Recreation as a VETiS funded qualification; and therefore undertake the qualification as fee-for-service.

Based on the student’s election, Binnacle Administration will action an initial Apprenticeship Info Self Service (AISS) search.

## **3. At Official Enrolment (i.e. commencement of Term 2 assessment)**

Binnacle Administration will action:

1. Eligibility check (AISS search), to identify potential other funded qualifications the student may be undertaking or have completed. Once check has been completed:
  - results are recorded in <YYYY> VETiS Register; and
  - a screenshot confirming AISS search is saved on the student’s file.
2. *VETiS Subsidy Eligibility Report – Confirmation by VET Manager*

This report is to be completed by Binnacle Administration and the School VET Manager to confirm the VETiS Funding Eligibility of each individual student undertaking the VETiS funded Certificate II in Sport and Recreation (SIS20115).

The School VET Manager will confirm:

- Whether the student is ‘opting in’ to access their VETiS subsidy with Binnacle or ‘opting out’ [and undertaking (or has completed) an alternative VETiS Funded qualification with another Pre-qualified Supplier]. *Note: Reference is also made to the student’s original ‘opt-in / opt-out’ selection (at initial enrolment).*
- The qualification (and PQS) the student will be accessing the subsidy for (in cases where student is undertaking more than one funded qualification).
- Once the School’s *VETiS Subsidy Eligibility Report* is received and processed by Binnacle, the student’s official ‘opt-in / opt-out’ status is recorded on the <YYYY> VETiS Register.

### ***3. VETiS Eligibility Letter– Information Requirements***

Upon receiving confirmation of those students accessing their VETiS subsidy with Binnacle (per Step 2), a VETiS Acknowledgement Letter (pre-filled by Binnacle) is required to be signed and returned on School letterhead by the School VET Manager. This letter is used as evidence to support each student’s eligibility for the program

(confirming the QLD residency, Australian or New Zealand citizenship, and prior VET qualifications, of each student accessing their subsidy with Binnacle’s SIS20115 Certificate II in Sport and Recreation).

Once the *VETiS Eligibility Letter – Information Requirements* is returned and processed by Binnacle Administration, the date of receipt is recorded on the <YYYY> *VETiS Register*.

4. A second eligibility check (AISS search) is undertaken to identify any new funded qualifications the student may be undertaking (and check where a student may be eligible for Credit Transfer).

#### **4. Post Official Enrolment (Ongoing)**

**For all opt-in and eligible students** - Binnacle Administration will update reporting for these students in Binnacle’s student management system – *Enrolment Administration Details* – as follows:

- Funding Source (National): 15 – State specific purpose programs
- Funding Source (State): VSS – Vet in Schools (secondary school students)
- Contract/Schedule: QS101744 – 2016-2019 Queensland VET Investment

*Funding Source (National) = ‘Fee for Service’ (20 – Domestic full fee-paying client)* will be reported for:

- All previously completed units of competency; and
- All opt-out and/or ineligible students.

Responsibility rests with the VETiS Administration Manager for:

- Processing monthly claims received against each student documented on the Claim Report.
- Acquitting of monthly claims to ensure reporting accuracy and that all requisite eligibility documentation and assessment evidence is on record.
- Rectifying any discrepancies identified (recorded and rectified on the <YYYY> *VETiS Register*), including follow-up with Supplier Manager (Contract Manager), when unable to identify reasons for claims discrepancies.