



## Requests from Listed and Not-for-Profit Providers for additional approved courses

**Application period 16 August 2019 to 20 September 2019 (3:00pm AEST)**

The Government will consider requests by listed and not-for-profit providers to include additional courses in Schedule 3 of the VET Student Loans (Courses and Caps) Determination 2016, that are not otherwise on the eligible course list.

In considering such requests, the Government will require evidence from the VET Student Loans (VSL) provider of employment outcomes for that course, employer support for that course, and the provider's track record of student progression and completion through that course.

The department will initially consider such requests.

### Which providers are eligible?

Only listed and not-for-profit registered training organisations currently approved by the department as VSL approved course providers may apply.

### What is a listed VSL provider?

Listed VSL providers are defined at subsection 27(2) of the *VET Student Loans Act 2016* as:

- (a) a Table 'A' provider;
- (b) a Table 'B' provider;
- (c) a body established to provide vocational education or training under one of the following:
  - (i) the *Technical and Further Education Commission Act 1990* (NSW);
  - (ii) the *Education and Training Reform Act 2006* (Vic.);
  - (iii) the *TAFE Queensland Act 2013* (Qld);
  - (iv) the *Vocational Education and Training Act 1996* (WA);
  - (v) the *TAFE SA Act 2012* (SA);
  - (vi) the *Training and Workforce Development Act 2013* 1 (Tas.);
  - (vii) the *Canberra Institute of Technology Act 1987* (ACT);
- (d) a training organisation owned by the Commonwealth, a State or a Territory.

Table 'A' and Table 'B' providers are those universities listed in the tables at sections 16-15 and 16-20 of the [Higher Education Support Act 2003](#).

### What is a not-for-profit provider?

Generally, a not-for-profit provider is an organisation that does not operate for the profit, personal gain or other benefit of particular people, including its members, the people who run it or their friends or relatives.

## What are the requirements?

A request must address all of the following, in order to be considered.

### **Statutory declaration**

A statutory declaration must be provided, attesting the truth of the material provided. The statutory declaration must be made by one of the key personnel nominated by the provider in the 'Key Personnel' section of the department's 'HITS' VSL provider management system. Key personnel nominated may include the Chief Executive Officer, primary VET contact, etc.

### **Organisation type**

The request must state the legal name of the organisation as recorded on the [VET National Register](#), the type of organisation for this purpose (i.e. either 'listed' or not-for-profit), and its four character HITS identification number.

For not-for-profit providers, evidence clearly showing the nature of the organisation is required. Typically, this would be reflected in the organisation's governing or constituent documents, which should be provided.

You can show that your organisation meets the requirements of being a not-for-profit by having particular statements (clauses) in its governing rules, and following these. These clauses (the non-profit clause and the dissolution clause) may include wording like:

#### ▶ **the non-profit clause**

'The assets and income of the organisation shall be applied solely in furtherance of the above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.'

#### ▶ **the dissolution clause**

'In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.'

Alternately, proof of status as a registered charity, which is reflected on the [Australian Business Register](#) and [ACNC register](#), will be accepted as evidence of not-for-profit status.

### **Business case and references for each course**

Both an evidence based business case, and supporting references are required, for each course requested.

The business case for each course requested must include evidence that is independent, verifiable and probative of good employment outcomes. Indicatively, such material may include contact details of regular employers of your students, survey data, examples of employment placements and services, feedback/attestations by students and/or employers, or similar.

A minimum number of references/letters of support are required from a registered employer or employee body, and/or an employer.

The number of references required will be:

- for bodies with no more than 100 students in a course – one reference per course
- for bodies with more than 100 students, but no more than 300 students in a course – two references per course, and
- for bodies with more than 300 students in a course – three references per course.

Referees must use, as relevant, the content outlined in the template provided under the heading 'Reference/letter of support template' at the foot of this fact sheet. The reference is required to be on the referee's letterhead, and include the ABN. If the referee does not have a letterhead, relevant business details must be included (business legal name, trading name(s), ABN, business address).

## What course scope and cap arrangements will be applied?

For a course to be considered, the provider must have the course on scope and a history of teaching the course. Courses approved are generally allocated to a loan cap band based on estimates of their broad field of education's average cost of delivery. Indicatively, that will be as follows.

Loan Cap Band	Broad field of education
1	Management and Commerce; Mixed field programs
2	Natural and physical sciences; Health; Education, Society and Culture; Creative Arts; Food, hospitality and personal services
3	Engineering and related technologies; Agriculture, environmental and related studies.

## Student numbers and provider fee limit

Please complete the [Proposed Approved Course Details](#) sheet and provide it with your request. If no additional fee limit is requested, please enter the loan amount in the sheet as zero. We will take this information into account as part of the annual forecast process for the next calendar year.

## How should requests be made?

Applicants must send their Schedule 3 requests by email to [VetLoans@employment.gov.au](mailto:VetLoans@employment.gov.au).

## When will VSL Providers be advised of the outcome of their Schedule 3 requests?

The department will write to applicants once the outcome is decided. This is currently expected to occur in early December 2019.

## Questions

Questions may be sent by email via our [Enquiry form](#) (your question should be categorised as regarding 'Provider Operations', and as about 'Condition Variations (Fees or Courses)').

## Reference/Letter of Support Template

### **Drafting Instructions**

Must be provided on company letterhead or on a Statutory Declaration form. If the referee does not have a letterhead, relevant business details must be included (business legal name, trading name(s), ABN, business address).

Only senior or authorised persons within the organisation can provide a letter of support.

Must include, as relevant, the statements in the template below.

See the following page for a Template letter to assist you in drafting a Schedule 3 application.

The Secretary

Department of Employment, Skills, Small and Family Business  
GPO Box 9880  
Canberra ACT 2601

[VetLoans@employment.gov.au](mailto:VetLoans@employment.gov.au)

Dear Secretary

I [full name] am the [position title] of [organisation name]. This letter demonstrates my support for [registered training organisation] in relation to [specify course(s)].

My organisation has been associated with [registered training organisation] for [period of time].

The nature of the relationship has been [employment or placement of graduates, member of this industry body, association with industry body].

[Statement in support of the registered training organisation in relation to the identified course(s)]

[Employers should state they employed graduates of the provider [indicate number and relevant period] and found their skills to be of high [or other] quality]

[Employer associations should state they are aware of their members employing graduates [indicate number and relevant period] and comment on quality of students]

[Employee associations should state their views on the employment prospects/outcomes of graduates [indicate number and relevant period] and comment on quality of students]

My contact details are [contact phone number and email address], and I agree to being contacted to verify the information contained in this letter of support.

[Writer: signature, full name, date]