



## VET FEE-HELP Certificate IV Trial information for VET providers

### What is the Trial?

VET FEE-HELP is a Commonwealth Government loan to cover the cost of tuition fees. It is usually available to students undertaking a diploma or advanced diploma qualification.

For a limited period – up until 31 December 2016, VET FEE-HELP is available to some subsidised Certificate IV courses. Read on to find out more.

### Participating in the Trial

VET providers approved under the *Higher Education Support Act 2003* (HESA) will participate in the Trial if they:

1. offer at least one of the Certificate IV qualifications nominated as part of the Trial (refer to list at [www.studyassist.gov.au](http://www.studyassist.gov.au)); and
2. are contracted with their state/territory government to receive subsidised places in the relevant qualification; and
3. offer, and continue to offer, at least one diploma or above level vocational qualification.

As states and territories have differing subsidy arrangements, providers should contact their state or territory vocational training department to confirm if they are able to participate.

A list of participating VET providers in each state/territory will be published on [www.studyassist.gov.au](http://www.studyassist.gov.au).

### Administration of VET FEE-HELP

Administrative arrangements for making VET FEE-HELP assistance available for the specified Certificate IV qualifications will be as for any other VET FEE-HELP courses.

Student protections and administrative requirements for nominated Certificate IV qualifications are the same as for other VET FEE-HELP courses and students.

### Provision of Information Material

Participating VET providers will be provided with a link to the Departmental website where a fact sheet for printing and distribution to eligible students will be available.

### Eligible Students

Students in state or territory subsidised places in the specified Certificate IV qualifications **and** meeting the entitlement requirements of HESA are able to participate in the Trial and access VET FEE-HELP.

**Note:** VET FEE-HELP is not available for full fee for service Certificate IV qualifications.

### Eligible VET Units of Study

VET units of study, that form part of a Certificate IV course of study, must include one or more units of competency (or parts thereof) that are listed as part of the Certificate IV qualification in the relevant training package.

Units of competency that are not identified in the relevant training package as being part of the Certificate IV qualification (for example units of competency that are pre-requisites or entry requirements or that contribute to a qualification that is a pre-requisite or entry requirement) are not able to be included in a VET unit of study and are not eligible for VET FEE-HELP.

### When does the Trial commence and conclude?

Trial commencement dates vary for each state and territory. Only those VET units of study that are commenced, and will end before 31 December 2016 (as determined by the VET provider at time of enrolment) are eligible to be included in the Trial.

The Trial will conclude on 31 December 2016.

### Student enrolment

Students undertaking a VET unit of study that contributes to a Certificate IV qualification that is part of the Trial must, as with any other VET FEE-HELP eligible student:

- read the VET FEE-HELP booklet; and
- meet all entitlement requirements including submitting a *Request for VET FEE-HELP* form to be entitled to VET FEE-HELP.

Any eligible Certificate IV students not accessing VET FEE-HELP must be included in your reported data the same as Diploma and above level students.

**Note:** There is no barrier to students accessing VET FEE-HELP for both a Certificate IV and Diploma level qualifications as long as they do not exceed their FEE-HELP limit.

## What do participating providers have to do?

### Information input in the HELP IT System (HITS)

The Department will manually add the relevant Certificate IV qualifications to HITS.

Eligible VET providers must, as for other VET FEE-HELP courses, log into HITS, set the course status to 'Active' and upload the relevant Tuition Assurance documentation.

### Schedules of tuition fees

VET providers must develop VET units of study relating to the Certificate IV qualifications and publish them on their website in line with the HESA tuition schedule publishing requirements.

### Payments

VET providers may consider submitting a variation to their existing estimates for advance payments for the current year through HITS.

VET providers must clearly identify the variation for the eligible Certificate IV qualifications. Please refer to the HITS User Guide at: <http://education.gov.au/help-it-system-hits-user-guide>

### HEIMS Data Reporting

VET providers will be required to report Certificate IV data as for other VET FEE-HELP courses (refer 'HEIMS Data Reporting' below).

In order to submit student data on the Certificate IV qualifications, HEIMS data element E310 (Course of study type code) will be updated to include the code '82 – Certificate IV'. This is only applicable to state subsidised students with selected providers.

Element 490 (student status code) has been updated to include the subsidised student codes for those states participating in the Trial.

Details of codes will be updated as states/territories commence participation in the Trial. These details can be found on the HEIMSHelp website at <http://heimshelp.education.gov.au/sites/heimshelp/>

Additionally, participating VET providers may be required to provide additional information to assist in evaluation of the Trial.

Consideration is being given to the data required and it is likely to include previous totals for enrolments and course completions in the relevant qualifications, where that data has not previously been reported.

Providers will also be required to provide student contact details to enable distribution of a student survey relating to evaluation of the Trial.

Further information on these requirements will be provided by the Department in due course.

### Updating of VET provider profile in Study Assist

Participating VET providers should update their profile on Study Assist to indicate the Certificate IV qualifications they are offering during the Trial. Email updated text to [TSEnquiries@education.gov.au](mailto:TSEnquiries@education.gov.au).

### Publication of Information

The Department will host information about the Trial on its website as well as on the Study Assist website.

Information relating to the Trial and the next steps in regards to the evaluation of the Trial will be updated via the Department's Newsletter to VET providers.

### Need more assistance?

Participating VET providers can email [TSEnquiries@education.gov.au](mailto:TSEnquiries@education.gov.au), with a subject line - *Attention Certificate IV Trial for more assistance.*