Understanding skill sets

This fact sheet explains arrangements for delivering skill sets under Skills First.

Background

We may fund skills sets under Skills First in the form of:

- an accredited course with the title 'course in…'
- a nationally recognised skill set from a training package
- an accredited single subject
- a group of accredited subjects that we approve to be delivered as a skill set.

All skill sets we fund are in the funded programs report, marked as skill sets in the program type column.

Purpose of skill sets

Skill sets complement Australian Qualifications Framework (AQF) qualifications. They can benefit students by giving them:

- training pathways to AQF qualifications
- specific skills and general capabilities
- reskilling to meet the needs of a rapidly changing economy
- more career opportunities within their workplace and between employers.

Allocations

For standard contract holders, your commencement allocation is separated into 2 parts:

- commencements for AQF qualifications
- commencements for skill sets.

This is documented in your schedule 2 – individual details and conditions.

Managing your allocation

You can't use your commencement allocation for skill sets to deliver AQF qualifications, or vice versa.

Use SVTS to track how many commencements you've used. Click on contracts > contract commencement allocations.

Limits on student participation

The '2 at a time' limit

Students can't get Skills First funding for more than 2 programs at a time. This applies collectively across skill sets and AQF qualifications. For example, a student can't do 2 skill sets and one AQF qualification at the same time.

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The '2 in a year limit'

Students can't get Skills First funding for more than 2 skill sets or 2 AQF qualifications in a year.

Skill sets and AQF qualifications are counted separately. So, a student could do 2 skill sets and still be eligible to do 2 AQF qualifications but they must always remain within the '2 at a time limit'.

There are some skill sets where these limits don't apply. Check the guidelines about eligibility for details.

Fees and payment

Tuition fees

Like any other Skills First training, you determine tuition fees for skill sets. Normal concession and fee waiver settings apply.

Subsidies and fee contributions

We calculate and pay subsidies (including loadings), recognition of prior learning (RPL) subsidies, concession contributions and fee waiver contributions in the same way as AQF qualifications.

Reporting

You must report skill set training activity via SVTS using the funding source identifier – state training authority GSP.

Pre-training review

The pre-training review is a fundamental component of the contract and is a requirement for skill sets.

Given skill sets are typically much shorter than AQF qualifications, you can scale down the pre-training review. However you must still obtain enough information to show the skill set is suitable and appropriate for the student's needs, and they clearly understand all their other training options.

Training plans

You must issue training plans to students doing skill sets, except where the skill set consists of a single subject.

For single subjects you must still inform the student about the training and assessment requirements for the skill set so they can make an informed decision about their enrolment.

Free TAFE short courses

Skill sets that are Free TAFE short courses are identified in the 'Free TAFE' column of the funded programs report and on the Victorian Government's Free TAFE website.

TAFEs must grant a fee waiver for these Free TAFE short courses.

This doesn't count towards the student's entitlement to one Free TAFE fee waiver in their lifetime for AQF qualifications.

Reporting Free TAFE short courses

Use funding source identifier 'GSP' to report TAFE enrolments in Free TAFE short courses and report the value 'S' as the second character of the 'fee exemption/concession type identifier' field.

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