



South Australian Vocational Education and Training Training Fee Framework

Applicable to Training Accounts created

Effective From 29th November 2021

Incorporates amendments as per amendment log

Training Fee Framework Version 1.4

Amendment Log

Version	Available From	Extent of change	Amendment
1.0	15/10/2020		N/A
1.1	1/12/2020	Minor	Item 11 Concession Reimbursement eligibility criteria has been extended to include the words <i>“and not enrolled in a secondary school.”</i>
1.1	1/12/2020	Minor	Item 11 definition of employed: removal of need to be seeking employment.
1.2	04/01/2021 04/01/2021 16/02/2021	Minor	Addition of three skill sets being: <ul style="list-style-type: none"> • BSBSS00096 Innovation Practice Skill Set • MSTSS00015 Industrial Sewing Skill Set • SIRSS00022 Manage disrespectful, aggressive or abusive customers
1.3	17/03/2021 for all Skill Sets	Minor	Addition of two national and nine local skill sets being: <ul style="list-style-type: none"> • AMPSS00001 Animal Welfare Officer Skill Set • AMPSS00044 Meat Processing Core Skill Set • SSDIS01010 Introduction to Civil Construction Skill Set • SSDIS01011 Basic Welding Skills Skill Set • SSDIS01012 Introduction to Forestry Skill Set • SSDIS01013 Introduction to Hair Salon Skill Set • SSDIS01014 Basic Skills for Retail Skill Set • SSDIS01015 Introduction to the Automotive Industry Skill Set • SSDIS01016 Introduction to Early Childhood – Care Practices Skill Set • SSDIS01017 Entry into Mental Health Role Skill Set • SSDIS01018 Health Support Skill Set
1.4	29/11/2021- Expansion of concession eligibility to course enrolment	Moderate	Item 3: <ul style="list-style-type: none"> • Update indexation rates for 2021-22 Item 11: <ul style="list-style-type: none"> • Added concession eligibility category based on courses listed in Attachment 5 • Amended eligibility for Commonwealth Concession card holders to the time of Training Account creation

TRAINING FEE

1. Definitions

Where applicable, the terms used in this document have the same meaning as those defined in the Funded Activities Agreement - Skills Agreement and its associated attachments.

The term "Training Provider" used in this document has the same meaning as "Recipient" as defined in the Funded Activities Agreement - Skills Agreement.

2. The Training Fee

The Training Fee comprises:

- Training Subsidy, based on completion of a unit of competency, inclusive of delivery location loadings, adjustments, concession reimbursement and exemption of participant course fees.
- Completion payment on completion of the course.

The Training Subsidy is determined in accordance with the following formula:

$$\frac{(((\text{Base Rate} \times (1 + \text{indexation rate})) \times (1 + \text{Delivery Location Loading})) - \text{AQF Reduction}) \times \text{Course Adjustment} \times \text{Result Code Adjustment} \times \text{Payment Hours}}{1}$$

where:

- Base Rate is determined according to the Field of Education that a unit of competency or accredited module is assigned to, and represents the deemed hourly cost to deliver the training;
- Delivery Location Loading is a loading that may be added if the training is delivered outside the Adelaide metropolitan area;
- AQF Reduction is based on the AQF level and applied to the Base Rate after the Delivery Location Loading is considered. This reduction is deemed to be the Participant Course Fee.
- Course Adjustment: The Minister may adjust the Training Fee for a course.
- Result Code Adjustment is the adjustment made according to a result code, e.g. Recognition of Prior Learning.

All Training Fee variables contained in this document are subject to change in accordance with notification requirements outlined in the agreement between the Minister and the Training Provider.

3. Base Rate

The Base Rates for each Field of Education are listed in Attachment 1. The Base Rate may be increased by indexation from July each year. The Base Rates in Attachment 1 include compounding indexation to 30 June 2018. The indexation rates in Table 1 are to be applied on compounding basis to the Base Rates in Attachment 1.

The Base Rate is applied to the payment of the training subsidy when the claim is processed and not when the training account is created. For example, a claim paid for a training subsidy made in 2021-22 will use the indexed 2021-22 Base Rates even though the training account was created in a previous period.

Year	Base Rate Indexation	Effective From
2018-19	1.86%	4/07/18
2019-20	1.66%	6/07/19
2020-21	2.05%	1/07/20
2021-22	0.96%	1/07/21

Table 1

4. Delivery Location Loading calculation

A unit of competency completed by a participant may attract an additional payment if the delivery location of the training services is outside the Adelaide metropolitan area. This is calculated based on a combination of the Training Organisation Delivery Location and Predominant Delivery Mode reported for each completed Unit of Competency for a Participant.

The AVETMISS Training Organisation Delivery Location must specify for each completed unit of competency for each Participant the location where the training is delivered. The delivery location identifier is the location from which the training is conducted or coordinated for Classroom based, Employment based, Electronic based and Other modes of delivery including Recognition of Prior Learning (RPL) as follows:

- For Classroom based and Employment based modes the delivery location for Unit of Competency is the location from where the training is predominantly conducted.
- For Electronic based and RPL delivery modes the delivery location for Unit of Competency is the location from where the training is predominantly coordinated.

Training Providers can obtain more detailed information of the location loading for postcodes and specific suburbs using the search tools on the Department's website and in Attachment 4. The current location loading classifications and additional Training Fee loadings applicable when Training Accounts are created are:

Region	Loading
Highly accessible	0%
Accessible	10%
Moderately accessible	20%
Remote	30%
Very remote	40%
Interstate	0%

Table 2

5. AQF Reduction (Assumed Participant Course Fee)

The AQF Reduction reflects the policy position on the expected Participant Course Fee. The rate reduces the Base Rate. The AQF reduction rate amount is the value of the applicable rate at the creation date of the Training Account.

AQF Level	Reduction Rate per Hr
Certificate I	\$0.50
Certificate II	\$0.50
Certificate III	\$2.75
Certificate IV	\$2.75
Diploma	\$3.25
Advanced Diploma	\$3.25
Bridging and Enabling Courses (Skill Clusters)	\$0.50
Nationally Accredited Skill Set & Local Skill Set	\$3.25

Table 3

6. Course Adjustment

The Course Adjustment is used to make adjustments that are specific to a course only. When a course is superseded by later version, the new course will adopt the same price variables settings as the superseded course. The adjustment percentage rate is the value of the applicable rate at the creation date of the Training Account.

Attachment 2 contains the Course Adjustments.

7. Result Code Adjustment

The Result Code Adjustment is used to reduce the Training Fee where Recognition of Prior Learning (RPL) is recorded. It is expected that the attainment of any qualification funded by the Government will comprise substantial skill and knowledge development and not consist of large amounts of RPL activity. Where most of the qualification is likely to be achieved through RPL, it is expected that the Training Provider will assess and support the student to enrol in a higher-level qualification to ensure skill levels are increased.

A Training Fee will not be paid for RPL in a Unit of Competency completed by a participant (AVETMISS result code 51 or 52) when a Participant is enrolled in a Nationally Accredited Skill Set, Local Skill Set, Bridging or Enabling Courses (Skill Clusters), a Certificate I or II Course or other identified Courses or Course types. A Training Fee is not payable for RPL for Bridging Units or any Foundation Skills courses at any AQF level.

The Training Fee paid for RPL (AVETMISS result code 51 or 52) in a Unit of Competency completed by an eligible student enrolled in a Certificate III and above course is 50% of the published Training Fee inclusive of the location loading.

8. Completion Payment

The Minister may pay, in addition to the training subsidy, a Completion Payment. The amount of the Completion Payment will vary according to the type of course.

AQF Level	Reduction Rate per Hr
Certificate I	\$200
Certificate II	\$200
Certificate III	\$400
Certificate IV	\$400
Diploma	\$800
Advanced Diploma	\$800
Bridging and Enabling Courses (Skill Clusters)	\$0
Nationally Accredited Skill Set & Local Skill Set	\$50

Table 4

In order to qualify for the Completion Payment, the Training Provider must, for each Participant who completes a course change the Training Account status to Qualification.

9. Participant Course Fee

Funding levels are premised on the principle of co-investment, i.e. in addition to the Funding, there will be a financial contribution for the Training in the form of a Participant Course Fee paid to the Training Provider by the Participant, the employer of a Participant, or some other person or body.

Hence, there is an expectation that the Training Provider will charge a Participant Course Fee, unless otherwise specified by the Minister (Participant Course Fee exemption). The Participant Course Fee cannot be paid or waived by the Training Provider.

Unless the course fee is specified by the Department, the Training Provider will charge a minimum Participant Course Fee of \$0.25 per payment hour as per the DIS Subsidy Calculator. The Training Provider will not charge the Participant more than the specified amount for courses listed in Attachment 3.

10. Participant Course Fee exemption

Participants over the age of 16 and who are, or have been, under the Guardianship of the Chief Executive of the Department for Child Protection (or interstate equivalent) on any guardianship order, will be eligible for an exemption of the Participant Course Fee.

Where a participant is entitled to an exemption of the Participant Course Fee, the Training Provider must not impose a Participant Course Fee. The Subsidy Calculator will enable the Training Provider to estimate the Training Fee payable for completed units of competency for Participants who are entitled to a Participant Course Fee exemption.

11. Concession Reimbursement

A Participant enrolled in a course for which a course fee can be charged will be eligible for a Participant Course Fee Concession if, at the time of creating a Training Account, the Participant:

- enrolls in a Concession Eligible Course as listed in Attachment 5 and not enrolled in a secondary school; or
- is eligible under the following concession categories:
 - Participant is not employed and not enrolled in a secondary school; or

- Participant is aged 16 to 24 years old and not enrolled in a secondary school; or
- Participant is a prisoner in a South Australian correctional institution; or
- holds a current Commonwealth Government concession card:
 - Health Care Card; or
 - Pensioner Concession Card; or
 - Veteran Affairs Concession Card.

A Participant is employed if they:

- In the last four weeks, have worked for one hour or more for pay, profit, commission or payment in kind, in a job or business or on a farm (employees and owner managers of incorporated or unincorporated enterprises).
- In the last four weeks, have worked for one hour or more without pay in a family business or on a farm (contributing family workers).
- Are in an employment contract but have not worked as a result of a standard work or shift arrangement, strike or workers' compensation with expectation to return to their job.
- Are an owner manager who have a job, business or farm, but was not at work.

A prisoner includes all prison inmates, detainees, people on remand, those held in South Australian institutions in connection with the commission of an offence and extends to children in South Australian detention centres who are beyond the age of compulsory schooling. Generally, this group of Participants may be referred to a Training Provider through a Prisoner Education Officer.

The Training Provider must seek evidence of eligibility for a Participant Course Fee Concession from the Participant and record this in the Participant's Training Account.

Where a Training Provider is required to give a Participant a Course Fee Concession, the Training Provider will be reimbursed by the Minister for the Concession in accordance with the rates outlined in Table 5.

Where the Minister reimburses the Training Provider for a Participant Course Fee Concession, the Training Provider must either:

- pass on the full amount of the reimbursement to the Participant; or
- at least, pass on the value of the reimbursement to the extent that the Participant pays no more through the Participant Course Fee than \$0.25 per hour for undertaking the course.

AQF Level	Minimum Course Fee Rate per Hr	Concession Reimbursement Rate per Hr
Certificate I	\$0.25	\$0.25
Certificate II	\$0.25	\$0.25
Certificate III	\$0.25	\$2.50
Certificate IV	\$0.25	\$2.50
Diploma	\$0.25	\$3.00
Advanced Diploma	\$0.25	\$3.00
Bridging and Enabling Courses (Skill Clusters)	\$0.25	\$0.25
Nationally Accredited Skill Set & Local Skill Set	\$0.25	\$3.00

Table 5

The following fields are used by the Department to assess the concession reimbursement payable. Training Providers must ensure data accuracy is maintained at all times when creating a Participant Profile and Training Account for participants.

Skills and Employment Portal Entity	Field Name
Participant Profile	Date of Birth (dd/mm/yyyy)
Training Account	Course National Code/Course Name
Training Account	School Status: Is the participant enrolled in school? Yes/No
Training Account	Concession Details: Commonwealth Government Concession Card (Select Type)
Training Account	Other Concession Details: Eligible for Other Concession? Yes/No
Training Account	Employment Details: Is the participant employed? Yes/No

Table 6

The concession reimbursement payable by the Minister is the Department’s Assumed Participant Course Fee (AQF reduction) for the course, minus \$0.25 per hour of training delivered. The table below shows examples of concession reimbursement for Course Fee concessions provided to a Participant, based on the standard Participant Course Fee charged by the Training Provider.

The calculation of a concession reimbursement is based on the Department’s Assumed Participant Course Fee relevant at the time the Training Account was created for the Participant.

Example No.	AQF level	Course Hours	Minimum Course Fee at \$0.25/hr	Concession Reimbursement Rate \$/Hr	Service Provider Fee	Concession Reimbursement	Service Provider Concession Student Fee
A	Diploma course	500	\$125	\$3.00	\$1,750	\$1,500	\$250
B	Diploma course	500	\$125	\$3.00	\$1,375	\$1,500	\$125
C	Diploma course	700	\$175	\$3.00	\$1,400	\$2,100	\$175
D	Certificate III course	500	\$125	\$2.50	\$1,250	\$1,250	\$125
E	Certificate III course	500	\$125	\$2.50	\$1,750	\$1,250	\$500
F	Certificate II course	300	\$75	\$0.25	\$300	\$75	\$225
G	Certificate II course	400	\$100	\$0.25	\$200	\$100	\$100
H	Certificate II course	300	\$75	\$0.25	\$225	\$75	\$150

Table 7

In example A, \$125 minimum concession student course fee at \$0.25/Hr along with \$1,500 concession reimbursement from the Department will not cover the Training Provider student fee and the Training Provider may charge a higher \$250 concession student fee. The full amount of concession reimbursement is passed on to the participant.

In example D, \$125 minimum concession student course fee at \$0.25/Hr along with \$1,250 concession reimbursement from the Department will cover the Training Provider student fee and therefore the minimum concession student fee is charged by Training Provider. A partial amount of concession reimbursement is passed on to the participant.

In example H, \$75 minimum concession student course fee at \$0.25/Hr along with \$75 concession reimbursement from the Department will not cover the Training Provider student fee and Training Provider may charge a higher \$150 concession student fee. A partial amount of concession reimbursement is passed on to the participant.

Note: The concession course fee that the Participant is charged is managed by the Training Provider outside of the Department’s systems. It is expected that a minimum Participant Course Fee of \$0.25 per hour is charged by the provider.

12. Bridging Units

A Training Fee will be payable for up to five (5) Bridging Units completed by a Participant enrolled in a full qualification.

13. Attempts at a unit of competency

A Training Fee will be paid for up to three (3) separate attempts by a Participant to pass a unit of competency or its equivalent.

An attempt by a participant must include enrolment, training activity and the assessment of the unit of competency.

A Training Fee will be payable for an attempt in the same or equivalent unit of competency if an AVETMISS result code has been recorded in the Participant’s Funded Training History as Competency Not Achieved/Fail (30) or Recognition of Prior Learning Not Achieved (52) **and**

- the Participant has subsequently re-enrolled and been re-assessed in the same unit of competency; **and**
- the Training Provider maintains evidence to this effect; **and**
- a Training Fee has been paid for the same unit of competency no more than twice.

14. On-Job training and employer-based delivery

No Training Fee will be payable to a Training Provider where the Training Services are delivered or provided by the employer of the Participant, and where the Training Provider’s role is to validate the achievement of competency and issue the qualification or statement of attainment.

No Training Fee will be payable for a course completed by a Participant who is under a **Training Contract** where the Participant and the employer select the “on-job” option in the Training Plan.

15. Result codes

The result codes for which a payment will be made are:

Result Code	Result code descriptor
20	Competency achieved/pass
30	Competency not achieved/fail
51	Recognition of Prior Learning granted
52	Recognition of Prior Learning not granted
AP70	Continuing Activity - Academic Pass (for permitted units only)

Table 8

The Training Fee payable for a unit of competency is the amount which applies on the day that a claim is generated following submission by the Training Provider of complete, compliant and accurate data.

The Training Fee payable for a Bridging Unit will be subject to the same adjustments and loadings that apply to other units of competency for the course being undertaken by the Participant.

16. Managed Course Limits

This condition establishes a limit per provider to the number of training accounts that can be created for the course. The limits are applicable to each major version release of Subsidised Training List (STL) and its subsequent minor releases. New limits will be set for each major release of the STL. The limit may be increased but not decreased during the period an STL is current to its major release.

It should be noted that while limits will not be reduced, subject to budget availability, other limiting measures may be necessary including removing the availability of the course to be subsidised if necessary.

A Managed Courses List is available on the Department’s website and outlines the courses that fall under this condition and the maximum number of training accounts that can be created per provider for each course.

Training Providers are responsible for monitoring the number training accounts they have created and adhering to the limits specified. The Department will monitor the level of compliance as part of the review on provider performance.

Exemptions to the published limit can be granted on a provider by provider basis with alternative maximum limits being provided where its deemed in the public interest to do so. The Department may grant Training Providers with exemption to the general limit upon application for an exemption via the application process available on the Department’s website.

The Department may also increase the limits without notice where there is enough evidence of demand, budget availability and the value that additional training will provide to South Australians.

Training Providers are encouraged to contact the Department through the Department’s website or via [Exemption Application](#) should they feel an increase to the limit is necessary.