

Government Subsidised Training Place Job Seeker Referral Form – Victoria



ONLY FOR USE IN VICTORIA

This form should be used when a Job Services Australia (JSA) Provider wishes to refer a job seeker to a Government Subsidised Training Place with a Registered Training Organisation (RTO) in Victoria

Part A – To be completed by the referring JSA Provider

Job Seeker & JSA provider contact details

Participant Surname: _____ Given Name: _____

Date of Birth: _____ Job Seeker ID: _____

Phone Number: _____ Mobile Number: _____

Email: _____

Name of JSA Provider: _____

JSA Provider Employment Consultant: _____

JSA Provider Address: _____

Phone Number: _____ Fax: _____ Email: _____

JSA Provider Contact Person for Training Fee Invoice _____

Phone Number: _____ Fax: _____ Email: _____

Course selection and eligibility

JSA Provider has contacted RTO regarding course: Yes No

Contact Name: _____ Phone Number: _____

Date of Conversation: _____ Time of Conversation: _____

Details of preliminary conversation regarding job seeker eligibility for a government subsidised training place and suitable courses

Rationale for course selection

The participant is Not Eligible for a National Partnership Training Place for Single and Teenage Parents (if they are eligible please complete the Single and Teenage Parents Referral Form and not this form)

RTO and course details

Name of Registered Training Organisation (RTO): _____

RTO Address: _____

Course Details

Course Title: _____

Certificate Level: I II III IV Other (Please Specify) _____

Course Hours: Full-Time Part-Time

Course Start Date: _____ Expected End Date: _____

Fee information – ONLY COMPLETE ONE OPTION (either Option 1 or Option 2)

To complete this section you will need to:

1. Check the published “Standard Fee” for this course on the RTO website;
2. Confirm with the RTO the job seeker’s eligibility for government subsidised training and a concession fee and the actual “Standard Fee” that will apply for the specific job seeker, based on their specific subject choices and individual characteristics (e.g. Indigenous); and
3. Refer to the worked example in the Government Subsidised Training Place Fact Sheet – Victoria.

NOTE this fee information should be agreed with the RTO prior to referral however this may need to be amended once the RTO has met with the job seeker should they identify the opportunity for RPL or more appropriate subject choices. In these cases the form will be returned to you for amendment.

Option 1: Job Seeker is eligible for concession fee in Victoria

(includes holders of a Health Care Card, Pensioner Card, Veteran’s Gold Card, or the dependant spouse or child of a holder of a Health Care Card or Pensioner Card)

Concession Fee: \$ _____

Who should be invoiced for this fee (please select one) JSA Provider Job Seeker

Funding Gap: \$ _____

This fee will be invoiced to the JSA Provider

Other Costs: \$ _____

Who should be invoiced for this fee (please select one) JSA Provider Job Seeker

OR

Option 2: Job Seeker is NOT eligible for concession fee in Victoria

“Standard Fee”: \$ _____

Who should be invoiced for this fee (please select one) JSA Provider Job Seeker

Other Costs: \$ _____

Who should be invoiced for this fee (please select one) JSA Provider Job Seeker

Invoicing arrangements

Total to be invoiced to JSA Provider	\$ _____
Total to be invoiced to Job Seeker	\$ _____

JSA Provider sign-off

JSA Provider name: _____

Signatory name: _____

Signatory’s position: _____

Signature: _____

Date: _____

Part B – Participant’s Permission

(This section must be completed for information sharing purposes)

The information on this form is being collected for the purpose of giving you access to training. The information on this form is usually shared between your Job Services Australia Provider, Registered Training Organisation and the Department of Human Services.

In particular, your Job Services Australia Provider may share relevant information with your Registered Training Organisation which could include elements of your Employment Pathway Plan and any additional support that you may require while you are participating in training. Your Registered Training Organisation shares information with your Job Services Australia Provider and the Department of Human Services including course enrolment information, information about your attendance at and participation in training and module and course attainment.

The information in this form may also be shared with other Australian Government departments or agencies and state or territory governments for the purpose of ensuring you have access to training under the program.

Participant’s Name: _____ Participant’s Signature: _____

Date: _____

When Parts A and B have been completed, and the form has been signed by the JSA Provider and job seeker, please scan this form and email it to the RTO and provide a copy of this email to the job seeker to take with them to the RTO.

Part C – To be completed by the RTO

Please select the appropriate answer:

Participant has been assessed as eligible for a government subsidised training place:

- YES NO – **if no, this form is NOT required**

Participant has been assessed as eligible for a concession fee:

- YES NO

The fee information in Part A is correct:

- YES NO – **this information MUST be correct for the enrolment to be completed**

If NO, the RTO must contact the JSA Provider and ask them to re-issue the referral form with the correct fee information, should they still wish to refer the job seeker to this training. JSA Providers should cross out the incorrect information, add the correct information, and initial any changes required and then email the amended form back to the RTO.

Participant has been assessed as meeting course entry requirements and has enrolled in course.

He/she will commence on: _____ Course is due to be completed on: _____

Course is: Full time Part time Flexible/blended delivery

If Part time or Flexible/blended delivery, scheduled hours per week are: _____

Participant has not been enrolled in the nominated course.

The reason for not enrolling the participant is:

RTO contact details

Contact Name (general course information/entry requirements/referral): _____

Phone Number: _____ Email: _____

Additional contacts:

Contact Name (course payments): _____

Phone Number: _____ Email: _____

Contact Name (course coordinator): _____

Phone Number: _____ Email: _____

Notes:

RTO sign-off

RTO name: _____

Signatory name: _____

Signatory's position: _____

Signature: _____

Date: _____

When Part C is completed and signed please SCAN and then EMAIL this form back to the JSA Provider. (See Part A for JSA Provider email details).

The RTO MUST retain a copy of this completed form for audit purposes.

The JSA Provider must retain a copy of this completed form as documentary evidence and for monitoring purposes.