

# The Victorian Training Guarantee and your business

How to get subsidised  
training that works  
for you



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[www.skills.vic.gov.au](http://www.skills.vic.gov.au)

# Introduction

You already know training is important to your business. But you want the right training, tailored to your particular needs and you don't want to spend all your time looking for it.

The government has made significant changes to the Victorian training system to make it easier for you to get the training you want for your business.

And, because training is important to your business and the Victorian economy, the government will contribute on average around 70-90 per cent of the fees for eligible employees. It's all part of the *Victorian Training Guarantee*.





# What does the *Victorian Training Guarantee* mean for business?

If you operate a business in Victoria, you can share the cost of training and upskilling your workers with the government. Eligible employees are entitled to subsidised training places in accredited qualifications through a range of training providers.

## What's new about the Victorian Training system?

### 1 More training providers

More training providers are now offering government subsidised training. You have a greater choice of training providers in more areas.

### 2 Training is more relevant

The government will only pay for training that individuals and businesses want, not what training providers think you want. Your training provider can design training to suit your needs.

### 3 Training providers compete for your business

Funding to training providers is now dependent on the demand for their courses.

Training providers now have more of an incentive to provide the training you need in order to attract more enrolments and secure government funding.

### 4 Places for all eligible students

The government has removed the cap on funding. There is now unlimited funding available and the government will fund every employee who meets the eligibility criteria.

# Tell me more

## Who's eligible for a government subsidised training place?

Your employees are eligible for a government subsidised training place if they meet the following criteria.

They are one of the following:

- an Australian citizen;
- Australian Permanent Resident (holder of a permanent visa);
- holder of a Special Category Visa (sub-class 444, New Zealand citizen);
- East Timorese asylum seeker; or
- holder of a Temporary Protection Visa.

AND are one of the following:

- under 20 years of age;
- seeking a Foundation Skills course;
- an apprentice; or
- any age and seeking a qualification higher than any qualification they already hold.

## Where can my staff train?

There are currently over 630 training providers offering government subsidised training places. A training provider might be a TAFE institute, a university TAFE division, a Learn Local Adult Community Education organisation or a private Registered Training Organisation (RTO).

You can find a list of approved providers that deliver the *Victorian Training Guarantee* at [www.skills.vic.gov.au](http://www.skills.vic.gov.au).

## Do all training providers deliver government subsidised training?

No. Check with the training provider. There are currently over 630 accredited training providers offering government subsidised training places across Victoria.

## How much funding will the government provide under the Victorian Training Guarantee?

The government subsidy under the Victorian Training Guarantee covers on average between 70-90 per cent of training costs for eligible employees.

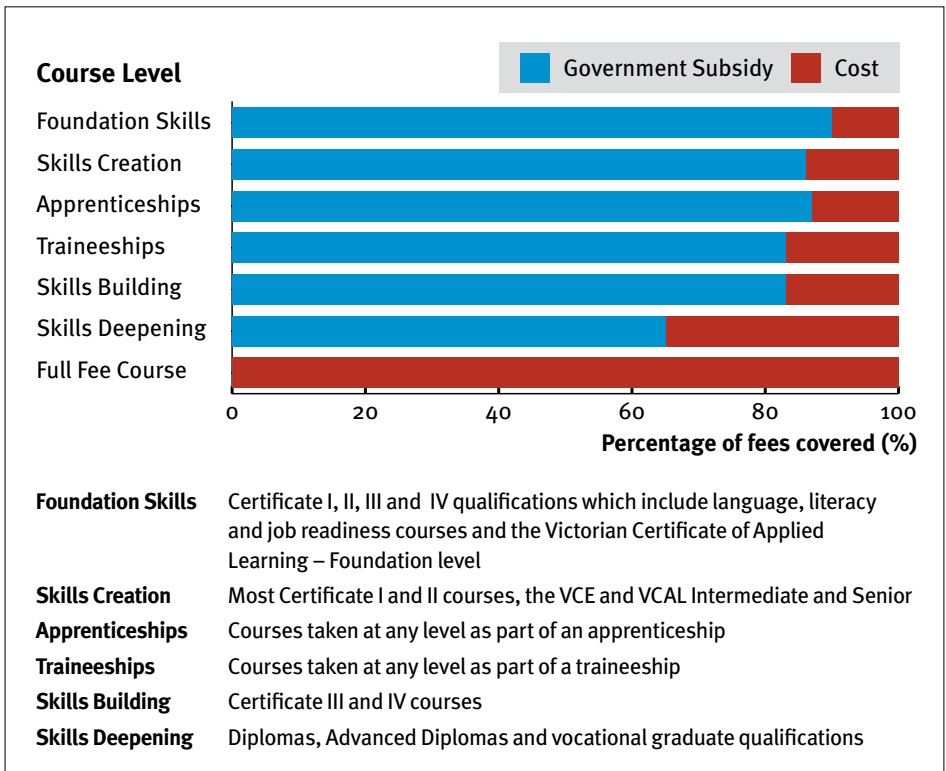
How much the government will subsidise depends on the level of qualification.

In general, foundation skills courses, apprenticeships and traineeships get a higher subsidy.

The chart below shows the proportion of subsidised funding for different types of training.

## How is the subsidy paid?

When the student enrolls, the subsidy is paid directly to the training provider.





## What does the subsidy cover?

The subsidy covers some of the cost of training delivery. You will still need to contribute the remaining course fees and may need to pay for materials and other costs and a course enrolment fee.

## What if a course offered by a training provider isn't right for my business?

You can discuss options to tailor the training to your needs with the training provider. For example, you may be able to access accredited training units from other courses so that the training works better for you.

You can approach another training provider to see if they offer a course that better suits your needs or are willing to tailor a course.

Remember, the training provider only receives government funding when they provide training that individuals and businesses want and when they secure enrolments. They are motivated to find a solution that meets your needs.

## My employees already have skills. I don't want to waste time and money on training that duplicates things they already know.

You can talk to your training provider about how your employees' existing skills and experience can count towards their qualification and shorten the period of training.

The training provider can formally assess your employees' current skills and experience using a Recognition of Prior Learning (RPL) assessment. RPL takes into account things like work related training courses, on-the-job skills and work experience as well as volunteer work.

The assessment time can vary considerably as each employee and role is different. The fees charged by training providers to conduct the RPL assessments also vary, so discuss this with your provider. Training providers must not charge more than the actual cost of conducting the RPL assessment.

# Getting started

## How can I find the right course for my staff?

You can find out about the huge variety of courses on offer at [www.tafe.vic.gov.au](http://www.tafe.vic.gov.au). The site has information about training in Victoria across a wide range of industry sectors and training providers.

## Who can help me get started?

### Market Facilitation Managers

Market Facilitation Managers are specialists who provide advice and support about skills and training needs at no cost.

They are highly experienced in the skills sector and can assist you to make the most of the opportunities provided by the *Victorian Training Guarantee*. Some examples of the way they can help include linking training to your business plan, helping you to navigate your way through the system, or helping you get the most from your training provider.

Market Facilitation Managers are located throughout Victoria.

**The contact details for the Market Facilitation Manager in your area/region are on the back of this booklet.**

### Skills for Growth

At no cost, eligible small and medium sized businesses can work with an independent specialist to review the skills your business needs, plan for your business future and identify training opportunities. This service is provided through Skills for Growth: the Workforce Development Program.

For more information go to [www.business.vic.gov.au](http://www.business.vic.gov.au) or call Business Victoria on **13 22 15**.



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