South West TAFE

What is South West TAFE?

Vocational learning at Swinburne focuses on helping you achieve your learning, workplace and career needs.

The university has developed a course delivery model that combines individual learning and assessment planning, support and a full range of services for students.

Each TAFE course aims to provide you with the knowledge and skills you'll need to either get a job, expand your existing skill set, advance your career and develop lifelong learning skills. Swinburne courses also provide a structured pathway to future study, when and how it suits you and your career.

Government Subsidised Places

The Victorian State Government subsidises the cost of study for eligible students. To be eligible for a Government subsidised training place you must meet certain requirements – age, citizenship/residency and prior completed qualifications (Australian only or overseas qualifications that have been formally assessed to be Australian equivalent). There is also a limit on the number of subsidised courses a student can study in a calendar year.

The Victorian State Government has mandated that all registered training organisations (such as Swinburne University) must sight evidence of these requirements. If you are enrolling for the first time in a Government subsidised training place you must provide an original or certified proof of your citizenship (and proof of age if you are aged under 20 on the 1st January 2013). This can be presented at your campus Student Information Centre or Student Central. You can view a list of acceptable evidence and find out more about the eligibility requirements below:

Eligibility Guidelines for Government Subsidised Places

To be eligible, you must meet Victorian Training Guarantee requirements as follows:

(a) You must hold one of the following citizen/residency statuses and be residing in Victoria for the duration of your studies:

- Australian citizen
- Australian Permanent Resident (holder of a permanent visa)
- New Zealand Citizen (visa 444)
- Asylum seeker/victim of human trafficking (must have ARC/ASRC referral)
(b) and are any of the following:

- under 20 years of age (as at 1 January 2013)
- over 20 years of age (as at 1 January 2013) and enrolling in an Approved Foundation Skills List course
- undertaking the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL) (Intermediate or Senior)
- undertaking an apprenticeship (not traineeship)
- 20 years and older and 'upskilling' by undertaking a course at a higher level than the individuals existing qualification (see Determining prior qualification in eligibility below)

(c) and

- haven’t begun and is not enrolled to begin two or more government-subsidised courses in 2013 – see the note below for Apprenticeships and Foundation Skills
- are not already doing two or more other government-subsidised courses. (This means that you can do no more than two government-subsidised courses at any one time).

Please note: Courses on the Foundation Skills List do not count towards these limits.

(d) and

have presented citizenship/residency proof at enrolment.

To do this you must present an original or certified copy of one of the documents listed below. You can submit this documentation at your enrolment session or your campus Student Information Centre/Student Central Alternatively; you can mail a certified copy of the document/s to your campus Student Information Centre/Student Central

Please note: students studying at the Lilydale campus should mail a certified copy to the Wantirna Campus.

Documentation for Proof of citizenship/Age

- An Australian Birth Certificate
- A current Australian Passport
- A current New Zealand Passport
- A naturalisation certificate
- A Temporary Protection Visa
- A green Medicare Card
- Formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence

If you are aged under 20 and the documentation provided from the above list does not include your date of birth you must also bring an original document or certified copy from the following list:

- A current drivers licence
- A current learner permit
- A Proof of Age card
- A "keypass" card

Apprenticeships

If you are seeking to enrol in an Apprenticeship (not a Traineeship) and have already commenced two courses in 2013, you will be eligible for government subsidised training under the Victorian Training Guarantee if either of the two courses you previously commenced are included on the Higher Education and Skills Approved Pre-Apprenticeship and Pathway qualifications list.

Determining Prior Qualifications in eligibility

The following qualifications are not taken into account when determining your highest qualification held criteria:

- Victorian Certificate of Education (VCE); Victorian Certificate of Applied Learning (VCAL) (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions
- qualifications listed in the Approved Foundation Skills List
- any VET certificates completed as part of a senior secondary qualification
- non-Australian qualifications, except where equivalency has been formally established
- Qualifications with the title Course in..., which are not aligned to a specified level within the Australian Qualifications Framework (AQF)
- Please note: Vocational Graduate Certificates and Vocational Graduate Diploma level qualifications are deemed higher than qualifications at the Bachelor level

Individuals who are excluded from a Government Funded Place

Prisoner within the meaning of the Corrections Act 1986 who is held at any one of the following custodial settings:

- Ararat Prison
- Barwon Prison
- Beechworth Prison
- Dame Phyllis Frost Centre
- Dhurringile Prison
- Langi Kal Kal Prison
- Loddon Prison
- Marngoneet Correctional Centre
- Tarrengower Prison
- Truganina (Metropolitan Remand Centre)
- West Melbourne (Melbourne Assessment Prison)
- Fulham Correctional Centre
- Port Phillip Prison
A person who is detained under the Mental Health Act 1986 or the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 or the Sentencing Act 1991 at the Thomas Embling Hospital.

A person who is detained (other than on weekend detention) under the Children, Youth and Families Act 2005 or the Sentencing Act 1991 or who is held on remand in one of the following youth justice facilities:

- Malmsbury Juvenile Justice Centre
- Parkville Youth Residential Centre

These exclusions do not apply to individuals on community based orders or those who are held in Judy Lazarus Transition Centres as they are transitioning into the community and will have a letter of support.

TAFE Eligibility Assessment Tool

Determining Eligibility for a Government Subsidised Place

This eligibility assessment tool will help you determine if you may be eligible for a government-subsidised place.

If you need further information, please contact us on 1300 368 777.

If you are NOT eligible for a Government Subsidised Place?

- You may be able to enrol as a Full Fee Paying Student

You can discuss your options by:

Telephone: 1300 ASK SWIN (1300 275 794)
These funds are used to provide services of direct benefit to students. This fee is charged for a calendar year and is dependent on enrolment criteria as follows.

Amenities Fee Concessions apply to ALL course categories if the student has a current HCC at time of enrolment.

<table>
<thead>
<tr>
<th>Total of Student Contact Hours per Calendar Year</th>
<th>Amenities Fee Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>540 + hours, full year</td>
<td>$216.00</td>
</tr>
<tr>
<td>540 + hours, full year concession</td>
<td>$152.00</td>
</tr>
<tr>
<td>0 - 539 hours, full year</td>
<td>$152.00</td>
</tr>
<tr>
<td>0 - 539 hours, full year concession</td>
<td>$106.00</td>
</tr>
<tr>
<td>Off Campus, full Year</td>
<td>$46.00</td>
</tr>
<tr>
<td>VET in Schools, full year</td>
<td>$0.00</td>
</tr>
<tr>
<td>*Workplace Training, full year</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

* Workplace Training defines courses that are conducted entirely in the workplace, by contract.

Materials Fee

Materials fees are paid for items used in your course which you then own. Some courses do not have materials fees. Details on materials fees (if applicable) will be provided by your School.
In some cases there may be an inclusion of an ancillary fee to cover such things as excursion fees, club memberships and services provided in the support of your training.

Fee Concessions

Tuition Fee Concessions and Amenities Fee Concessions

To be eligible for the concessions you must be the holder of or a dependent spouse or dependent child of a person who holds a current:

- Health Care Card (HCC),
- Pensioner Concession Card
- Veterans Gold Card

A current HCC or letter of eligibility for a HCC from Centrelink, **MUST be shown at the time of enrolment and the 'valid to' date must be current when you commence your course to receive this concession.** Students without a HCC at the time of enrolment must pay non concession rate.

**Important:** You should apply now if you believe you are eligible for a Health Care Card.

- [Find out how to apply for a Centrelink Health Care Card](#)

Job Seekers referred by an Employment Services Providers

Job Seekers who are eligible for a concession (as above) presenting with a referral form from an employment services provider (ESP), must also present with a letter of authority from the employment services provider (ESP) confirming that the ESP will pay the difference between the concession and standard rate charged for tuition fees. If no authority letter is presented, the concession fee rate cannot be granted.

**Government course tuition fee exemptions**

**Children's Services Diplomas and Advanced Diplomas**

Students who are eligible for Government subsidised places and are enrolled into the following courses are exempt from paying tuition fees in 2012:

- CHC50908 – Diploma of Children’s Services (Early Childhood Education and Care)
- CHC60208 – Advanced Diploma of Children’s Services
- CHC50302 – Diploma of Children’s Services
- CHC60202 – Advanced Diploma of Children’s Services
Community Based Orders and Judy Lazarus Transition Center If you are on a community based order, or an individual from the Judy Lazarus Transition Centre, and meet the eligibility criteria for a government subsidised place, you may be eligible for a full waiver of your tuition fees. You will need to provide a copy of your status confirmation from the Department of Human Services or Judy Lazarus Transition Centre, to be entitled to the fee waiver.

VET FEE HELP

Swinburne University of Technology can offer you VET FEE-HELP in 2012 if you are:

- an eligible student enrolling in a Diploma or Advanced Diploma course (applies to both existing and new students, for both government subsidised and full fee paying places); or,
- an eligible student enrolling in a Vocational Graduate Certificate course (applies to both existing and new students for full fee paying places only).

VET FEE-HELP is an Australian Government loan scheme enabling you to defer part or all of your tuition fees, and re-pay them via the Australian taxation system once your income reaches a certain threshold ($49,095.00 in 2012 - 2013 financial years).

There is no loan fee for government subsidised students, however a 20% loan fee does apply to full fee students, and is added onto your VET FEE-HELP debt.

Who uses VET FEE-HELP?

VET FEE-HELP is available to eligible VET fee paying students. A fee paying student is a student enrolled in a fee paying place at an approved provider and who is charged tuition fees for their studies.

VET FEE-HELP is also available to eligible VET subsidised students enrolled in a state or territory that has implemented subsidised VET FEE-HELP arrangements.

Subsidised students must also be enrolled with an approved provider to use VET FEE-HELP.

Am I eligible for VET FEE-HELP?
To be eligible for a VET FEE HELP you must be either:

an Australian OR a permanent humanitarian visa holder (check [www.diac.gov.au](http://www.diac.gov.au) for the list of humanitarian visa subclasses) who is resident in Australia for the duration of your unit.

If you are not eligible for VET FEE-HELP, you will need to confirm upfront payment dates and arrangements with your approved provider. If you cannot afford to pay your entire tuition fees upfront, you should contact your approved provider as some may offer their own payment options or plans.

How do I apply for VET FEE-HELP?

If you are interested in applying for VET FEE-HELP, you must:

- read the [VET FEE-HELP booklet](#) carefully
- complete the Request for VET FEE-HELP assistance form
- bring either your Tax File Number or a 'Certificate of Application for a Tax File Number' to enrolment. This is obtained from the Australian Taxation Office, and should be provided either at enrolment or to Student Administration no later than two weeks after your enrolment.
- bring the original and a photocopy or a certified copy of your citizenship evidence to enrolment