

Training Guarantee for SACE Students

Key dates – 2016/2017

Updated 23 June 2016

A Training Provider delivering courses under WorkReady may only enter into an Enrolment Agreement and create a Training Account for an Eligible TGSS Student in a Course that is “TGSS Approved” and available for new enrolments by a TGSS student **after** Form B is complete, accurate and fully executed (signed) by each of the parties (school principal, parent, student and Training Provider).

The key dates listed in the table below are a summary and guide only.

The age criteria must be met prior to the commencement of training (see 6).

Schools and Training Providers are able to be flexible with the suggested key dates and enter into **mutually agreed arrangements** providing the process listed below is strictly adhered to.

Positive working relationships between schools and Training Providers are necessary for the success of TGSS and for quality training outcomes for students.

TGSS RECRUITMENT AND ENROLMENT PROCESS

The process for recruiting and enrolling students into the Training Guarantee for SACE Students (TGSS) must follow the following steps **in sequence**:

1. School ensures the student meets eligibility requirements, completes Education and Training Plan Form A (Application) and sends to the approved Training Provider (Training Provider).
2. The Training Provider determines the eligibility and suitability of the student to enrol in the TGSS Approved Course and whether the requirements of the TGSS will be met. If so the Training Provider makes an offer of the training to be delivered by the Training Provider by completing the Education and Training Plan Form B (Training Plan Proposal) which is forwarded to the School Principal.
3. The School Principal considers the training offer outlined in Form B and, if acceptable, arranges for written approval by the principal, student and parent/guardian, and returns the fully executed Form B to the Training Provider.
4. The Training Provider signs Form B and provides a copy to the School Principal. The School retains a copy for the school’s official record and must provide the student and parent/guardian with a copy.
5. The Training Provider enters into an Enrolment Agreement with the student and the parent/guardian, ensures that the Eligible Student and the Parent/Guardian enter into a WorkReady Participant Agreement which is submitted to the Department of State Development and creates a Training Account in VETA. The Training Provider must confirm the enrolment in writing to the student, parent/guardian and School Principal.
6. Training may only commence after the Enrolment Agreement is fully executed and the Training Account is created in VETA and:
 - in Semester 1 only if the student is 16 years of age or older on or before Day 1 of Term 1; or
 - in Semester 2 only if the student is 16 years of age or older on or before Day 1 of Term 3.

SUMMARY OF ACTIONS AND RECOMMENDED TIMELINE

2016 Semester 2 intake		
Student must be aged 16 years of age or older on or before 25 July 2016 to be eligible to commence training under TGSS in Semester 2, 2016		
Monday 30 May 2016	Term 2, Week 5	Form A due to Training Provider (and to school sector delegate for quality assurance if required by school sector)
Monday 6 Jun 2016	Term 2, Week 6	Form B containing an offer of training due to school
Monday 20 Jun 2016	Term 2, Week 8	Fully executed Form B returned to Training Provider
Monday 4 July 2016	Term 2, Week 10	Training Provider enters into an Enrolment Agreement with the student and parent/guardian and confirms arrangements in writing to student with copy to school. A Training Account is created in VETA
Monday 25 Jul 2016	Term 3, Week 1	Training may commence. (Student must be aged 16 years of age or older on or before 25 July 2016 to be eligible to commence training under TGSS in Semester 2, 2016.)
2017 Semester 1 intake		
Student must be aged 16 years of age or older on or before 30 January 2017 to be eligible to commence training under TGSS in Semester 1, 2017		
Monday 19 Sep 2016	Term 3, Week 9	Form A due to Training Provider (and to school sector delegate for quality assurance if required by sector)
Monday 17 Oct 2016	Term 4, Week 1	Form B containing an offer of training due to school
Monday 31 Oct 2016	Term 4, Week 3	Fully executed Form B returned to Training Provider
Monday 14 Nov 2016	Term 4, Week 5	Training Provider enters into an Enrolment Agreement with the student and parent/guardian and confirms arrangements in writing to student with copy to school. A Training Account is created in VETA.
Monday 30 Jan 2017	Term 1, Week 1	Training may commence. (Student must be aged 16 years of age or older on or before 30 January 2017 to be eligible to commence training under TGSS in Semester 1, 2017.)