



Government of **Western Australia**
Department of **Training**
and **Workforce Development**

**ABORIGINAL SCHOOL-BASED TRAINING PROGRAM
INSTITUTIONAL PATHWAY BUSINESS RULES**

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CONTENTS

SCOPE	2
AIM OF PROGRAM	2
RULES	2
Rule 1 – Eligibility	2
Rule 2 – Program structure	2
Rule 3 – Application process	4
Rule 4 – Allocation process	4
Rule 5 – Monitoring and reporting	6
CONTACT INFORMATION	6
APPENDIX – ASBT application and allocation process flow chart	8

SCOPE

These business rules apply to the Aboriginal¹ school-based training (ASBT) institutional pathway program funded by the Department of Training and Workforce Development (the Department). These business rules and a list of the ASBT institutional pathway qualifications are available from the Department's website.

AIM OF PROGRAM

The ASBT program includes an institutional pathway for year 10, 11 and 12 students.

The aim of this pathway is to provide a transition program for those students still at school:

- who are not yet 'work ready'; or
- living in regional and remote areas with limited access to employment based training (apprenticeships and traineeships).

The key outcomes for students enrolled in the institutional pathway are to develop skills not yet achieved through general education and work readiness to help them transition into further training or employment.

RULES

The following rules apply to the ASBT institutional pathway program funded by the Department.

Rule 1 – Eligibility

Rule 1.1

To be eligible, a student must:

- be Aboriginal;
- be a full time secondary student in years 10, 11 or 12; and
- obtain school support and agreement to participate in the program.

Rule 1.2

Students cannot undertake an ASBT institutional pathway qualification and another Department funded qualification at the same time.

Rule 2 – Program structure

Rule 2.1

Training package qualifications and accredited courses listed in the Department's [Vocational education and training Delivered to Secondary Students Funded List](#) under the ASBT category will be available under the program.

Year 10 students

Qualifications at Certificate I level listed in the Department's [Vocational education and training Delivered to Secondary Students Funded List](#) under the ASBT category will be available under the program.

¹The term Aboriginal is intended to include reference to Torres Strait Islanders and Indigenous Australians.

Year 11 and 12 students

Qualifications at Certificate II level listed in the Department's [Vocational education and training Delivered to Secondary Students Funded List](#) under the ASBT category will be available under the program.

These options are for students who are not 'work ready' or able to undertake a school-based apprenticeship or traineeship.

Rule 2.2

Students undertaking a Certificate II qualification must complete a minimum of 220 nominal hours to ensure they meet the School Curriculum and Standards Authority vocational education and training (VET) recognition requirements for the Western Australian Certificate of Education.

Rule 2.3

In remote area schools, there may be difficulties in delivering the program unless year 10, 11 and 12 students are in a combined class. In these exceptional circumstances, schools may apply to their ASBT School Sector Committee (the Committee) representative to combine classes to teach one qualification to all students.

Qualification choice should be based on the capacity of all students to undertake the training.

These applications will be considered on a case by case basis by their Committee representative and the Department.

Rule 2.4

Only registered training organisations (RTOs) on the Department's ASBT preferred provider panel are eligible to be funded under the program.

ASBT preferred provider panel RTOs may market their services to schools but may not enter into any arrangements to deliver a qualification until the allocation and contracting processes have been finalised.

Before the application process commences the following information will be made available on the Department's website: a list of the ASBT preferred provider panel RTOs, the ASBT institutional qualifications they can deliver and their contact details.

Rule 2.5

In line with the Department's *VET fees and charges policy*, students undertaking training in the ASBT institutional pathway are exempt from course and resource fees.

Students may however need to buy tools, protective clothing, and/or textbooks for their course. Schools are encouraged to discuss these requirements with prospective preferred providers.

Rule 3 – Application process

Rule 3.1

The closing date for applications will be determined by the School Sector Committee.

Rule 3.2

The School Sector Committee is responsible for managing the application process, including:

- disseminating information about the program to schools;
- determining the process for schools to submit their applications, including appropriate documentation, and advising schools of this process; and
- calling for and receiving school applications for ASBT institutional places.

The Committee is comprised of representatives from the public, Catholic and Independent school sectors.

Schools can request semester one or semester two delivery in their application.

Rule 3.3

Schools are responsible for:

- identifying:
 - eligible students,
 - their ASBT preferred provider panel RTO; and
 - which qualification will meet the needs of their students;
- submitting their application through the approved process by the application closing date to their Committee representative; and
- liaising with their Committee representative as required during the application process.

Schools may liaise with ASBT preferred provider panel RTOs to identify which qualifications may be suitable for their students, but may not enter into agreements with the RTO at this stage.

ASBT preferred provider panel RTOs may not recruit students to the program or submit applications for places on behalf of a school or cluster of schools.

Rule 4 – Allocation process

Rule 4.1

The Department will advise the Committee of the program funding allocation before the application closing date.

The level of funding available for each school sector will be based on the percentage of Aboriginal students in each school sector.

Each school sector may only request places within that allocation. As a result, the Committee may not necessarily progress all places requested.

Rule 4.2

The Department will publish a table of the payment rates for the ASBT institutional qualifications before the application closing date. The table will include the nominal duration (paid contact hours) and regional payment rates for each qualification.

Rule 4.3

The Committee, in collaboration with the Department, is responsible for determining which applications will be funded. Criteria used to allocate places may include:

- managing the funding across semester 1 and semester 2;
- regional spread of delivery;
- the capacity to combine classes for small student numbers from applicant schools;
- quality of application; and
- student outcomes from previous years, where applicable.

Students who have participated in the Certificate I ASBT institutional pathway are to be prioritised for places in the Certificate II ASBT institutional pathway the following year.

Committee representatives will liaise with schools to facilitate qualification and school/class clusters where required.

Rule 4.4

The Committee will advise the Department of the preferred RTOs, student numbers, qualifications to be delivered, semester in which delivery will commence and location for the places they are purchasing from their budget allocation.

If there are no outstanding contractual issues with the preferred RTO, the Department will issue a contract for funding for delivery by the preferred RTO.

The Committee will advise schools of the outcomes of the allocation process. Once the outcomes are known, schools can liaise with their contracted RTO to commence delivery.

Rule 4.5

Places will only be allocated through the application and allocation process outlined above.

ASBT preferred provider panel RTOs may not contact the Department or the Committee to request places.

Any places commenced by an RTO before the Department has issued a contract will not be funded.

<h2>Rule 5 – Monitoring and reporting</h2>
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Rule 5.1

Schools with students participating in the ASBT institutional pathway are responsible for:

- liaising with their contracted RTO to monitor program enrolment, participation and completion and address any issues which may arise during the program;
- providing ongoing coordination and support for students to help them complete their training;
- advising their Committee representative of the number of students who have either not commenced or withdrawn as soon as this occurs; and
- providing student participation and outcomes data in the approved template to their Committee representative by their requested deadline.

Rule 5.2

Contracted RTOs are responsible for:

- advising schools of student non-attendance and/or withdrawal from the program;
- advising the Department of student withdrawal from the program;
- delivering the course in accordance with the qualification/accredited course requirements and current *Standards for Registered Training Organisations (RTOs)*; and
- meeting the Department's contractual and policy requirements.

CONTACT INFORMATION

For queries relating to:

- **ASBT program and business rules**
Skills Policy
Department of Training and Workforce Development
E: skills.policy@dtwd.wa.gov.au
- **ASBT preferred provider panel and contracts**
Training Resource Allocation
Department of Training and Workforce Development
E: training.markets@dtwd.wa.gov.au
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School Sector Committee contact information:

- **Public schools**
The Department of Education
E: vet.in.schools@education.wa.edu.au
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APPENDIX – ASBT application and allocation process flow chart

