

# NATIONAL INFECTION CONTROL SKILL SETS

This fact sheet explains the VET Funding Contract arrangements for five new Infection Control Skill Sets.

The Victorian Government, with the Commonwealth Government, is responding to the coronavirus (COVID-19) pandemic by fully funding five Infection Control Skill Sets (Skill Sets) for training providers to deliver to employed Victorian workers. These short courses will help workers ensure their workplaces are safe for themselves and the community, and stop the spread of COVID-19.

## WHAT ARE THE SKILL SETS?

This initiative relates to the following five Skill Sets:

- HLTSS00064 – Infection Control Skill Set
- HLTSS00065 – Infection Control Skill Set (Retail)
- HLTSS00066 – Infection Control Skill Set (Food Handling)
- HLTSS00067 – Infection Control Skill Set (Transport and Logistics)
- BSBSS00095 – Cross sector infection control skill set

## WHAT TRAINING PROVIDERS CAN DELIVER THE SKILL SETS?

You may express interest to receive government funds to deliver these Skill Sets if they are on your scope of registration.

Training providers selected to participate in the delivery of these Skill Sets will receive a special initiative schedule to their VET Funding Contract ('the Contract').

Enrolments can open from 1 July 2020 with commencements to start between 1 July 2020 and 31 December 2020.

## WHO CAN PARTICIPATE IN THE SKILL SETS?

A person can participate if they:

- are currently employed in Victoria
- have not previously completed the individual Skill Set they are seeking to enroll in, or any of the other Infection Control Skill Sets.

In addition to the above requirements, any person seeking to participate in *HLTSS00064 – Infection Control Skill Set* will need to be currently employed in the disability/individual support care sector or the aged care sector.

You can enroll any worker who is eligible to work or volunteer in Australia, irrespective of their citizenship or residency status, with priority given to those working in critical industries.

## CAN I CHARGE A TUITION FEE?

No. You must not charge a tuition fee for these Skill Sets. You are required to apply a fee waiver/exemption.

The subsidy amount for the Skill Sets includes the Department's contribution for your revenue forgone by charging students no fee. The Department's contribution will be paid via the subsidy, rather than by the usual calculation method.

## WHAT IS THE SUBSIDY AMOUNT?

You will be paid a subsidy of \$16.25 per hour for up to 25 scheduled hours to deliver the HLT Skill Sets, or for up to 30 hours for the BSB Skill Set. This significant subsidy level recognises that you must offer Skill Sets free of charge to students and work with businesses to encourage them to enrol their staff in this training initiative.

The Department will pay the normal Skills First subsidy rate where the Skill Set subjects are delivered as part of another qualification.

## WHAT IS THE ALLOCATION PROCESS?

You will be able to deliver up to the number of commencements reflected in your individual details and conditions schedule. Use SVTS to track how many commencements you have used.

Your delivery of these Skill Sets will not count towards your standard Skills First commencement allocation.

If you hold a Restricted Contract, you can still participate in this initiative, even if it will exceed your fixed allocation of 200 commencements per year.

## HOW ARE SKILL SETS REPORTED?

You must report Skill Set training activity via SVTS:

- using the Funding Source Identifier – State Training Authority ‘19P’
- with the last character of the Fee Exemption/Concession Type Identifier left blank.

You must put the Skill Set code in the ‘Program ID’ field and make a corresponding record on your program file.

## WHAT DO STUDENTS RECEIVE FOR COMPLETING A SKILL SET?

You must give the student a statement of attainment when they have completed a Skill Set. Do not issue one if they have simply completed a unit that forms part of another qualification.

## FAQS

### Do eligibility requirements under the Contract still apply?

For enrolments in the five Skill Sets, you can give exemptions from the following eligibility criteria:

- the citizenship and residency requirement (Clause 2.2(a) Schedule 1)
- ‘two in a year’ (Clause 2.3(a) Schedule 1)
- ‘two at a time’ (Clause 2.3(b) Schedule 1).

An enrolment in a Skill Set under this initiative is not an enrolment in a qualification aligned to a level in the AQF. Accordingly, you do not need to consider the student’s previous education history for the purposes of the ‘upskilling’ requirement or the ‘two at level in a lifetime’ criteria.

### Can I apply to get Skill Sets on my Funded Scope?

Yes. If you have the Skill Sets on your scope of registration, you can contact us via SVTS (using the enquiry category ‘COVID-19 – Infection Control Training’) to add them to your Funded Scope and participate in this initiative. You should:

- Tell us about the industry sectors you’ll be delivering to. We will prioritise delivery to workers in critical industries.
- Explain that you’ll be offering the course to customer-facing employees only.
- Tell us how many enrolments you seek to deliver over the remainder of the 2020 year. You will receive an initial allocation of 250 commencements.

### Can I apply for additional allocations?

We expect you to first use up all your initial allocations. Then contact the Department via SVTS if you’d like additional allocations for these Skill Sets and we will advise. However, please advise us immediately of any circumstances which may affect your ability to deliver the places you have been initially allocated.

### How often should I report delivery of the Skill Sets?

Under your Contract you are required to submit accurate Student Statistical Reports no less than once every calendar month in a collection year. There are no additional reporting requirements under this initiative, however the Department encourages more frequent reporting when possible.

### Do I have to issue Training Plans and Statements of Fees to students enrolled in the Skill Sets?

The requirements to issue Training Plans and Statements of Fees are waived for this initiative.

However, training providers are still responsible for ensuring that students can make informed choices about their enrolment in a Skill Set, including understanding the nature of training and assessment delivery and that they won't pay fees for that Skill Set. As such, training providers will be required to have in place a process to inform students:

1. that they are enrolling in government subsidised training, and that their tuition fee for the enrolment is waived; and
2. of the basic information concerning how their training and assessment will be delivered; such as the duration of the Skill Set, dates and timeframes for training and assessment activities, method(s) for assessment etc.

### Will Skill Sets affect my standard Skills First Commencements Allocation?

No. Your delivery of these Skill Sets will not count towards your standard Skills First Commencements Allocation.

### Do Skill Sets count towards the 30% eligibility exemptions for TAFEs and Learn Locals?

No. Training activity reported using Funding Source Identifier - State Training Authority '19P' is not included in the calculation of the 30% eligibility exemptions.

### How do I enrol students in a Skill Set?

You should enrol students in a Skill Set as you would any usual qualification/course, and put the appropriate program code in SVTS.

You must confirm with the student that they:

- have not previously completed either the Skill Set they are seeking to enrol in, or any of the other Skill Sets funded through this initiative; and
- are currently employed in a customer-facing role.

### Can a person enrol in more than one Skill Set?

No. A person can only participate in one of the five Skill Sets. If they complete one, they're not eligible to participate in another.

### Will enrolment affect a student's future Skills First eligibility?

No. When determining a student's future eligibility for Skills First their participation in a Skill Set will not be counted when assessing the upskilling requirement or any of the '2x2x2' volume limitations.

### Should I do a Pre-Training Review?

Yes, the Pre-Training Review is a fundamental component of the Contract.

However, you can simplify this process provided you obtain enough information to decide whether the Skill Set training is suitable and appropriate for the student. Your process and decision must be clearly documented.

### Can I apply Recognised Prior Learning (RPL) to a Skill Set?

No. Recognition of Prior Learning (RPL) is not funded under this initiative.

### How do I report the student's employment status?

Students who participate in a Skill Set must be employed in a customer-facing role and tell you their employment status. You must report the student in SVTS either as a:

- full-time employee
- part-time employee
- self-employed – not employing others
- self-employed – employing others; or
- employed – unpaid worker in a family business.

### FURTHER INFORMATION

If you'd like any further information, please contact us via SVTS using the enquiry category 'COVID-19 – Infection Control Training'