



# Varying the conditions of approval

The department will consider requests from course providers, approved to offer VET Student Loans, to add courses or increase their fee limits, including in response to the changes to the [VET Student Loans \(Courses and Loan Caps\) Determination 2016](#).

This guide outlines the process to make these requests.

## When can I submit my request?

You can submit a request at any time throughout the year.

## Who can make a request?

Requests must be submitted by a person who the provider has nominated in HITS as a contact.

## How do I submit a request?

If you would like to request additional courses or increase your fee limit, email [VSLprogramintegrity@dewr.gov.au](mailto:VSLprogramintegrity@dewr.gov.au) to obtain a VSL Condition Variation Request form. After preparing your request, return the form with the required supporting evidence, to [VSLprogramintegrity@dewr.gov.au](mailto:VSLprogramintegrity@dewr.gov.au).

## What type of supporting information do I need to provide?

### Request to add courses

You must include a business case with verifiable evidence, no longer than four pages, setting out:

- your recent experience of delivering the course or relevant similar courses
- your student progression track record. Concise numerical data on unit and course completion is required for all relevant courses (particularly Certificate IV or other courses for which you do not submit student data through TCSI).
- the ongoing linkages between you and the employers, or industry groups, relevant to the future career opportunities of students projected to enrol in the requested additional courses
- specific, signed and dated references from industry and other bodies substantiating each claim made in your business case about
  - the relevance of the requested additional course to the skills needs of their workplace and
  - the improvement in employment outcomes to be obtained by those completing the units/courses nominated in your request
- the most recent qualitative and quantitative results of your interactive assessment of your student satisfaction with the quality and career value of the training they have received
- details and evidence of trainer and assessor qualifications for the requested additional courses

- whether the course can be delivered within the current provider fee limit or whether an increase is being sought. If an increase is sought, the amount should be expressly stated, taking into account appropriate reduction for part year arrangements.
- for each additional course an estimate of:
  - the number of students projected to enrol in the calendar year, or part year, in which the course is first sought to be offered and
  - the dollar value of the additional VET Student Loan to be issued if the request is approved.

### Request to vary your fee limit

For each course requested you must include a business case, with verifiable evidence, no longer than four pages, setting out the:

- list of approved VSL courses currently offered
- expected numbers of students for each course
- proposed student intake per course, where relevant, to support students from ceased providers
- proposed fee limit increase for each applicable course
- rationale, based on market need, for each of the courses
- demonstrated track record of student progression and completions for approved courses and
- most recent results of your assessment of student satisfaction for the courses.

### Are there restrictions on the types of courses I can request?

Yes. The only courses you can include in your application must be:

- eligible courses specified in the [VET Student Loans \(Courses and Loan Caps\) Determination 2016](#) and
- within the provider's existing approved scope of delivery on the [National Register](#).

### Are there circumstances where I don't need to make a request to add a course?

Yes. A provider approved to deliver a superseded qualification is automatically approved to deliver the replacement course if it is on its Registered Training Organisation's scope. The 'Replacement courses' clauses in your conditions of approval provide for this automatic coverage. You should send a request to the department via the online enquiry form to have the replacement course/s activated in HITS. Select 'Provider Operations' and 'Condition Variations (Fees or Courses)' from the drop-down menus.

### How long will it take to process my request?

You can generally expect to be notified of the outcome within three weeks after receipt of your request.

### Where can I find further information?

You can use the VSL Providers [online enquiry form](#) to submit questions.