



# VSL Schedule 3 Application Guidelines

## Applications open: 2 August to 23 August 2024

The Australian Government will consider applications by eligible providers to include additional courses in 'Schedule 3 – Approved courses for specified providers' (Schedule 3) of the VET Student Loans (Courses and Loan Caps) Determination 2016 (the Determination), for delivery from 2025.

In considering your application, the Australian Government requires evidence of employment outcomes for the additional course, employer support for the course, and your track record of student progression and completion through the course.

You are only required to complete an application form and provide supporting evidence if you intend to apply for a course to be added to Schedule 3 of the Determination. Applications should relate to courses **not** already listed on Schedule 1 and 2 of the Determination.

If you have courses already specified on Schedule 3 of the Determination, then you are **not** required to resubmit an application for that course every year. This is because VET Student Loan (VSL) approved courses remain on the Determination until the course is no longer listed as current on the national register and has reached the end of its teach out period.

### Eligible providers

Only **listed and not-for-profit** registered training organisations, currently approved by the Department of Employment and Workplace Relations (the department) as VSL approved course providers, may apply.

### Listed VSL provider - definition

Listed VSL providers are defined at subsection 27(2) of the *VET Student Loans Act 2016* as:

- a. a Table 'A' provider
- b. a Table 'B' provider
- c. a body established to provide vocational education or training under one of the following:
  - i. the Technical and Further Education Commission Act 1990 (NSW)
  - ii. the Education and Training Reform Act 2006 (Vic)
  - iii. the TAFE Queensland Act 2013 (QLD)
  - iv. the Vocational Education and Training Act 1996 (WA)
  - v. the TAFE SA Act 2012 (SA)
  - vi. the Training and Workforce Development Act 2013 (Tas)
  - vii. the Canberra Institute of Technology Act 1987 (ACT)
- d. a training organisation owned by the Commonwealth, a State or a Territory.

## Not-for-profit provider - definition

Generally, a not-for-profit provider is an organisation that does not operate for the profit, personal gain or other benefit of particular people, including its members, the people who run it, their friends or relatives.

## Proof of eligibility

You must state the legal name of your organisation as recorded on the [VET National Register](#), the type of organisation for this purpose (that is, either listed or not-for-profit), and its 4-character HITS identification number, in your application.

For not-for-profit providers, the department requires evidence clearly demonstrating the nature of your organisation. Typically, this would be reflected in your organisation's governing or constituent documents, which should be provided.

You can demonstrate that your organisation meets the requirements of being a not-for-profit by having particular statements (clauses) in your governing rules and following these.

Alternately the department will accept proof of status as a registered charity, reflected on the [Australian Business Register](#) and [Australian Charities and Not-for-Profits Commission \(ACNC\) Register](#), as evidence of not-for-profit status.

## Courses eligible for Schedule 3

For a course to be considered for Schedule 3, it must be on your scope of registration as listed on [training.gov.au](#) and you must have a history of teaching the course. You must also be able to demonstrate that the course has good employment outcomes, strong links to industry/employer needs and that you have a strong track record of student progression and completion in the course.

Where you are applying for a new course to be considered for Schedule 3 of the Determination with no or limited prior history of teaching that course, the department may be able to consider your history of delivering similar related courses and/or units.

You are not required to submit an application for courses that are already eligible for VSL on 'Schedule 1 – Approved courses – general' or 'Schedule 2 – Approved courses – specific' of the Determination.

Courses that are already approved Schedule 3 courses in the Determination do **not** require re-submission every year.

Also, a specified skill set in a training package is **not** eligible to be considered for Schedule 3. This is because a skill set is a single unit of competency or a combination of units of competency from a training package, rather than a course that leads to a diploma or above qualification.

## Loan Caps

The department will determine an appropriate loan cap for the applied course once approved for addition to Schedule 3 of the Determination.

## Superseded courses

You do **not** need to apply to have the new versions of superseded courses listed on the Determination. As set out in Sections 4.5 and 4.5.3 of the [VET Student Loans Manual for Providers](#), the department will

automatically approve replacement courses, where the course replaces a superseded course on the Determination.

## Proof of eligibility for courses

### Mandatory business case

Each course applied for requires an evidence-based written business case. The business case, for each course applied for, **must** include evidence that is independent, verifiable and supports good employment outcomes, strong links to industry/employer needs and demonstrated delivery success.

The material may include contact details of regular employers of your students, student progression/completion data, examples of employment placements and services, feedback/testimonies by students and/or employers.

### Supporting references

The department requires a minimum number of references from a registered employer or employee body to support your application for a course to be listed on Schedule 3. These references must be senior or authorised persons independent of the registered training organisation (RTO). As such, provider applicants must **not** provide internal references from their personnel because it is not an independent reference.

The number of references required will be:

- for providers with no more than 100 students in the course – one reference per course
- for providers with more than 100 students, but no more than 300 students in the course – 2 references per course, and
- for providers with more than 300 students in the course – 3 references per course.

Referees should refer to the template provided at [Attachment A](#), under the heading 'Schedule 3 Application – Reference Letter Template', for detailed requirements.

## Submitting your application

You must submit your [VET Student Loans Schedule 3 Application Form](#), including any evidence required, by email to [vetstudentloans@dewr.gov.au](mailto:vetstudentloans@dewr.gov.au) by **5.00pm AEST 23 August 2024**. Please see the [VET Student Loans Schedule 3 Application Checklist](#) before submitting your application to ensure you have addressed all the relevant application criteria.

If the total size of all attachments exceeds your system limits, please split them and send in more than one email; noting in your first email that this is the case and outline what attachments you have enclosed in each email. This will ensure the department can verify and confirm that all attachments provided in one or more emails have been received.

## Outcome of your application

The department will write to you once the outcome is decided. This is currently expected to occur early December 2024.

## Questions and further information

You may address questions and requests for further information to the department via [vetstudentloans@dewr.gov.au](mailto:vetstudentloans@dewr.gov.au).

## Schedule 3 Application – Reference Letter Template

### Drafting Instructions

- The reference letter must be provided on a company letterhead or on a Statutory Declaration form. If the referee does not have a letterhead, relevant business details must be included (business legal name, trading name(s), ABN, business address).
- Only senior or authorised persons within the organisation (independent from the RTO) can provide a letter of support.
- It must include, as relevant, the statements in the template below.

### Template – Reference Letter

Dear Secretary,

I [full name] am the [position title] of [organisation name]. This letter demonstrates my support for [registered training organisation] in relation to [specify course(s)].

My organisation has been associated with [registered training organisation] for [period of time].

The nature of the relationship has been [employment or placement of graduates, member of this industry body, association with industry body].

[Statement in support of the registered training organisation in relation to the identified course(s)]

[Employers should state they employed graduates of the provider [indicate number and relevant period] and found their skills to be of high [or other] quality]

[Employer associations should state they are aware of their members employing graduates [indicate number and relevant period] and comment on quality of students]

[Employee associations should state their views on the employment prospects/outcomes of graduates [indicate number and relevant period] and comment on quality of students]

My contact details are [contact phone number and email address], and I agree to being contacted to verify the information contained in this letter of support.

[Writer: signature, full name, date]