

# Funded Activities Agreement (FAA) – Enrolment of VETRO Learners

Training providers must ensure learners' existence and eligibility for subsidised training, and retain records of it under the FAA.

Providers delivering to VET Readiness Orientation (VETRO) learners may implement the following arrangements with schools for ensuring each school student's existence and eligibility for subsidised training:

- a referral letter from the school, on the school letterhead, to the training provider which includes the school's verification of the student's:
  - full name,
  - date of birth,
  - South Australian residential address, note: a post office box address is not acceptable.

The letter *must also contain a copy of at least one of the following acceptable forms* of photo ID:

- Current driver's licence or learner's permit
- Current proof of age card (issued by Services SA)
- Current Australian Passport in conjunction with evidence of residential address
- Current School Student Card issued by the school where the student is currently enrolled (in conjunction with evidence of residential address if address is not identified on School Card)

The letter from the school must be signed by the school's VETRO coordinator and retained by the provider with the learner's records.

An example letter is shown overleaf for use by schools.

Providers must ensure all subsidised learners complete the [Participant Agreement Form](#). This form validates the participant eligibility and authorises the Department to collect relevant information. Providers are not required to submit the completed Participant Agreement Form to the Department, but it must be retained in the learner's records.

## Compliance monitoring and record keeping

The Department routinely monitors providers' FAA compliance. If the Department makes a finding such as:

- the provider does not have satisfactory processes for ensuring VETRO learners' eligibility for subsidised training, or
- the provider has not retained sufficient records of eligibility for each VETRO learner



it will be the provider's responsibility, not the school's, to ensure the area of non-compliance is addressed satisfactorily.

Under the terms and conditions of the FAA, it is the Department's expectation that all records, per subsidised learner, could be made available for compliance monitoring. Clauses 17 – 17.5 of the FAA describe the record keeping requirements for providers. The requirements differ from those of the *National Standards for RTOs 2015*.

Further information about providers' obligations under the FAA is available from the [Skills website](#), or contact the Skills Infoline by phone: 1800 673 097, or email: [SkillsContracts@sa.gov.au](mailto:SkillsContracts@sa.gov.au).

Example letter, may be sent by schools to the VETRO training provider:

[Insert School letterhead]

**VETRO Enrolment - [Student first name, last name, D.O.B]**

Dear [Training Provider],

This letter is to confirm [Student first name, last name]'s existence and eligibility to access VETRO at your training provider for enrolment in [course name] under VETRO arrangements.

Please find attached a copy of the student's:

*[School to indicate at least one of the following forms of ID and delete those which do not apply]*

- **Current driver's licence or learner's permit**
- **Current proof of age card (issued by Services SA)**
- **Current Australian Passport in conjunction with evidence of residential address**
- **Current School Student Card issued by the school where the student is currently enrolled**

*[Either: I can confirm the student's current residential address is as shown on the identity documentation attached OR : I can confirm the student's current residential address is:*

- **SA residential address** *[Postal addresses are not acceptable]*

Please retain this letter and attachment/s in your records for the student.

Sincerely,

VETRO Coordinator

[Date]