

## Funded Activities Agreement - Enrolment requirements under VET for School Students

Prior to enrolling a subsidised student, training providers are required under their [Funded Activities Agreement \(FAA\)](#) to verify that the student meets all eligibility criteria for subsidised training.

To verify the eligibility of school students undertaking training through VET for School Students (VSS) arrangements, training providers should follow the below process:

1. Obtain a referral letter from the school (on the school letterhead) which includes:
  - student's full name;
  - student's date of birth;
  - confirmation the student is currently enrolled with the school;
  - confirmation the student resides in South Australia; and
  - confirmation the student has/will have a current photographic School Student Card;
  - name and signature of the school's VET coordinator.
2. Sight the school student's School Student Card and retain evidence of the date/time that the School Student Card was sighted (e.g. file note in internal Learner Management System).

An example referral letter for use by schools is shown overleaf.

Training providers must ensure that a [Participant Agreement](#) form is completed for all new subsidised students, including those enrolled under VSS.

It is the responsibility of training providers – not the schools – to ensure that the FAA has been fully complied with.

For further information about relevant contractual obligations, refer to the following FAA clauses:

- Skills Agreement – Clause 10 (Assessment of Prospective Participants)
- Skills Agreement – Clause 17 (Records)
- [Funded Activities Annexure – STL Delivery](#) – Item 8 Participant Eligibility Criteria

If you have any queries, please contact Skills SA via [SkillsContracts@sa.gov.au](mailto:SkillsContracts@sa.gov.au).

Example referral letter sent by schools to the training provider:

**[Insert School letterhead]**

**VET for School Students Enrolment - [Student full name, Date of Birth]**

Dear **[Training Provider]**

This letter is to confirm that **[Student full name]**:

1. is currently enrolled at **[School name]**;
2. resides in South Australia; and
3. has been issued, or will be issued, with a current photographic School Student Card by **[School name]**.

Please retain this letter to support enrolment of the student in **[course name]** with your organisation under VET for School Students arrangements.

Sincerely,

**[VET Coordinator name]**

VET Coordinator

**[Date]**