



## Enrolment Information – Diploma Courses

### Application for a Government Subsidised 'Skills Deepening' Innovative Business Training (IBT) Place for Diploma Courses

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#### 2009 Victorian Training Guarantee

The Victorian government has implemented an initiative called *Securing Jobs for Your Future: Skills for Victoria* to reform the vocational and educational training system. The Victorian government will guarantee that wherever there is a demand from eligible Victorians for accredited training, the government will subsidise that training. This is known as the Victorian Training Guarantee. This initiative will be implemented over two stages. The first phase, effective from 1 July 2009, includes *Skills Deepening* Diploma and Advanced Diploma courses and the *Skills for Growth* training Program for selected students participating in small industry training. Phase two will implement changes across all qualifications from January 2011. New tuition fees across all course categories, however, will be introduced from 01 July 2009. For further information, refer to the Skills Victoria website: <http://www.skills.vic.gov.au>

Please read the following to determine your eligibility for a Victorian Training Guarantee 'Skills Deepening' subsidised IBT Diploma training place, and to proceed with an application.

#### Application Process

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- Step 1: Choose your course
- Step 2: Complete the **Eligibility Form**
- Step 3: Complete the **Enrolment Application Form**
- Step 4: Collect your supporting documentation
- Step 5: Submit the Application Form and supporting documentation

#### Completing and Sending your Application

Please complete **one** application for each program for which you are applying. An original hardcopy with supporting documents (copies) must be submitted. **Please note** that missing information can delay or prevent the processing of your application. We recommend that you keep a copy of your application for your records.

**Post to:** Innovative Business Training  
49 Morrah Street  
Parkville, Melbourne, VIC 3052

**Contact us on:** (03) 9347 0252

#### Eligibility for Government Subsidised 'Skills Deepening' Places

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To be eligible for a subsidised government place in an IBT Diploma or Advanced Diploma Program you must meet Skills Victoria criteria as follows:

- (1) Meet citizen residency requirements AND
- (2) Meet age requirement OR
- (3) Apply for a course at a higher level than the highest qualification already held
- (4) Individual Exemption

#### 1. Citizenship

To be eligible for a government subsidised place you must be one of the following:

- Australia citizen
- Special Category Visa-holder (New Zealand Citizen)
- Holder of a Permanent Visa (as a Permanent Resident)
- East Timorese Asylum Seeker
- Temporary Protection Visa holder (Contact the Equity and Diversity unit to confirm eligibility. Tel. (03) 9925 3181)

## 2. Aged under 20 years

Government subsidised places will be available to

- Applicants under 20 years of age as at 1 January in the year of commencement

## 3. Prior Education Level

Government-funded places will be available to

- Applicants aged 20 years and over as at 1 January in the year of commencement, who are applying for a qualification higher than the Australian qualification they currently hold.

## 4. Individual Exemption

### Eligibility Exemption

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If you are **not eligible** for subsidised training, please contact Innovative Business Training (IBT) to discuss whether you may be eligible to apply for exemption, and/or to explore alternative training options. Each case will be assessed on an individual merit basis.

Exemptions to the above eligibility criteria include:

- Critical skills shortage in certain occupations / industry
- If you are significantly disadvantaged in the labour market, for example, if you are unemployed as a result of redundancy or retrenchment
- Factors that constitute a barrier to employment or re-employment.

### Tuition Fees

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With effect from 1 July 2009, IBT will offer new 'Skill Deepening' government subsidised places in Diploma and Advanced Diploma programs for eligible applicants. Applicants for Diplomas and Advanced Diplomas are required to complete IBT's **Application Form** and IBT's **Eligibility Form**.

#### Fee concessions

Fee concessions are **not** available to students enrolled in Diploma level or above. (Concessions on tuition fees are available to students who hold a Commonwealth Health Care card, or meet certain other requirements, and are enrolling in courses below Diploma level).

#### Tuition Fee Assistance - VET FEE\_HELP

Eligible students undertaking Vocational Education and Training (VET) courses of study (including Diplomas, Advanced Diplomas, vocational Graduate Certificates and Graduate Diplomas) with an approved VET provider may apply for a VET FEE-HELP loan to pay for all or part of their tuition costs. For full information about VET FEE-HELP assistance, refer to the Department of Education, Employment and Workplace Relations (DEEWR) website: [www.deewr.gov.au/VET/VETFEEHELP](http://www.deewr.gov.au/VET/VETFEEHELP) or phone 13 38 73.

#### Payment of Fees and charges

Fees are payable in full prior to course commencement, unless negotiated with Innovative Business Training and agreed in writing.

#### Fee Refund Policy

- Innovative Business Training maintains a fair and reasonable refund policy to ensure that refunds are made available to clients entitled to receive them.
- Course fees are requested upon enrolment and are to be paid prior to the commencement of a course. IBT is unable to confirm a position in a course until all course fees are up-to-date.
- All course fees will be refunded if IBT cancels or postpones course commencement by more than four weeks, unless alternative arrangements can be made which are acceptable to the student. Such arrangements may include transfer of enrolment to an alternative course.
- Prior to commencement a student may be required to give a maximum of four weeks notice of withdrawal from a course to obtain a full refund of payments, minus an administration fee not exceeding \$100.

## Overseas Qualifications

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Applicants with overseas qualifications may be directed to have the qualifications assessed for Australian equivalency. If indicated as necessary by IBT, you must apply to the Overseas Qualifications Unit (OQU) for this qualification assessment process. Please note that this process may take up to four weeks. Further details can be found on the OQU website- [www.employment.vic.gov.au](http://www.employment.vic.gov.au) - or telephone 1800 042 745.

## Recognition of Prior Learning / Experience

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Recognition acknowledges the full range of an individual's skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal study, work experience, employment and other 'life' experiences.

Recognition equates your prior learning to the units of competency required to complete your selected qualification. IBT offers all students the opportunity to apply for Recognition. Once a recognition application is assessed, individuals who are granted Recognition will be issued with the relevant qualification/Statement of Attainment as appropriate.

There will be two types of applications:

1. Standard exemptions/credit for previous formally recognised training
2. Recognition of work and life experiences, including non-formally recognised training.

Recognition will be granted for units where it can be substantiated that the applicant has achieved the performance criteria. Please contact IBT for further information regarding Recognition of Prior Learning and Experience relevant to your application.

## Language Literacy and Numeracy

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All students who advise IBT staff of their special learning needs will be provided with the appropriate support and guidance with the aim of assisting the student to obtain competency in the course undertaken. This assistance provided by IBT Staff will be within the principles of fairness and flexibility of workplace assessment and will be offered in a discrete manner

## Access and Equity

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IBT is committed to providing training and assessment services to all clients regardless of race religion sex socio-economic status, disability, language, literacy or numeracy.

## IBT Policy and Procedures

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IBT Enrolment, Training and Assessment Policy and Procedures are documented in the **Student Information Pack**, available on the IBT website [www.ibtraining.com.au](http://www.ibtraining.com.au). Please contact IBT if you have any queries in relation to any aspect of your enrolment, training and/or assessment.