



## Business Rules

### VET Delivered to Secondary Students (VETDSS) - Additional Places Program for 2025 for Contracted Private Registered Training Organisations

The State Government has committed to increasing VETDSS to ensure that more WA school students have access to high quality VET in schools as an option that contributes to them attaining their Western Australian Certificate of Education.

The Department of Training and Workforce Development (Department) has established a panel of contracted private registered training organisations (RTO) to deliver up to 500 additional institutional based VETDSS places in 2025.

Only RTOs invited to deliver VETDSS for 2025 are eligible to participate in the program for 2025.

RTOs that have restrictions on their contract with the Department or are on an Action Plan are ineligible to deliver training under this program.

Flexibility will be maintained to enable unused places to be re-allocated to maximise the likelihood of the overall target being achieved.

## Students Eligibility

All Western Australian residents entitled to undertake publicly funded training, as set out in the Department's [VET Fees and Charges Policy](#), are eligible subject to the requirements under the Department's [VET Delivered to Secondary Students Funding Policy](#). A summary of eligibility under the policy is provided on page 2.



## Summary of eligibility for VETDSS

VETDSS Commencement	Year 10	Year 11	Year 12
Commencement in Year 10	Completed Certificate II qualification	Completed qualification or completed skill set	
	Completed Course in Early Career Discovery (52891WA)	Two completed qualifications, or a completed qualification and completed skill set	
Commencement in Year 11		Two completed qualifications, or a completed qualification and completed skill set	
Commencement in Year 12			Two completed qualifications, or a completed qualification and completed skill set

### Notes:

- 'Qualification' means qualification or accredited course.
- All completed school-based apprenticeships or traineeships, institutionally delivered qualifications, and skill sets count towards a student's eligibility to two completed funded courses under the policy, except for:
  - training undertaken as part of the Department's Aboriginal School-Based Training (ASBT) program; and
  - the Course in Early Career Discovery (52891WA) undertaken in Year 10.
- Enrolled school students are only entitled to a third qualification funded by the Department if it is a school-based apprenticeship or traineeship.
- Enrolled school students may undertake more than one course concurrently under the policy, except where a student has already completed one funded qualification or skill set.
- Year 9 students are not eligible under this program.

## Eligible Qualifications

Full qualifications only from the [2025 VETDSS funded course list](#) under the Institutional Based Training (IBT) category.

School-based apprenticeships or traineeships are ineligible under this program.

### Notes:

- Despite the eligibility of students in Years 11 and 12 to access a funded skill set under the [VET Delivered to Secondary Students Funding Policy](#), RTOs will not be funded to deliver skill sets under this program.



## Payment of Course and Resource Fees

The VET Fees and Charges policy applies to Department funded VET delivered to secondary students. This means enrolled school students are exempt from course and resource fees if they are undertaking a Department funded VET course from the [2025 VETDSS funded course list](#).

Resource fees will be funded by the Department. If you intend to claim resource fees for students undertaking training under this program, please follow the instructions at Attachment A for claiming resource fees.

## Reporting

All units reported for the qualification must be reported in the Enrolment file with fee type 'F – Fee Exempt' and a zero amount must be recorded against the Course Fee and Resource Fee components.

## Allocation of Training Places

Contracted Program of Study (CPS) will be created for an RTO for each qualification funded under this program.

## Delivery Option

The delivery of training and assessments are to be undertaken by the RTO.

## Further information

For further information, contact your case manager via [training.markets@dtwd.wa.gov.au](mailto:training.markets@dtwd.wa.gov.au)



## Attachment A

### Guidance on claiming resource fees

The Department will reimburse contracted RTO for the course and resource fees linked to eligible units of competence (units) delivered under the VETDSS – Additional Places Program for 2025.

Resource fees are charges for materials essential to the unit and will be consumed/transformed by the student (i.e. workshop material, workbooks and uniforms). Resource fees must be listed on the RTO's website and must be in line with the Department's current [VET Fees and Charges policy](#).

RTOs can claim resource fees where they have relevant evidence that resources were used for that training. The resource fee amount for a unit must be reported in TAMS.

To claim resource fees, RTOs must submit a statement of claim on the approved **VETDSS Resource Fee Claim Form** at Attachment B. Claims are for units commencing during the claim period. RTOs cannot claim for units that have not been reported as commenced and reported with final outcomes in TAMS.

Separate claims must be submitted for each CPS the students are reported on. Claims can have multiple students and units, however they must be broken down to student/unit level for verification purposes.

A unit for a student can only be claimed once.

The Department will check that any resource fees listed on the statement of claim are permitted in the [VET Fees and Charges Policy](#). RTOs must be able to substantiate all resource fees itemised on the claim with receipts, purchase orders, etc. and these must be retained for audit purposes.

RTO ID:	Contact Person
RTO Name:	Address:
RTO ABN:	Phone:
Date Submitted:	E-mail:

CPS Number:	Claim period start date:
Course Title:	Claim period end date:
Course Code:	

Student Name	WAAMS /Student ID	Unit Id	Unit Name	Unit Start Date	Nominal Hours	Resource Item/s	Resource Fee (exclude GST)
TOTAL							