

Government Subsidised Training Job Seeker Referral Form – Victoria



PART A – To be completed by the referring JSA Provider

Job Seeker and JSA Provider contact details

Participant Surname	_____	Given Name	_____
Date of Birth	____ / ____ / ____	Job Seeker ID	_____
Contact number	_____		
e-mail:	_____		

Name of JSA provider	_____		
JSA Provider Case Manager	_____		
JSA Provider Address	_____		
Phone Number:	_____	Fax:	_____ e-mail _____
Contact Person for Invoicing purposes	_____		
Phone Number:	_____	Fax:	_____ e-mail _____

Course selection and Eligibility

JSA Provider has contacted RTO regarding the course	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Contact Name	_____	

RTO and course details

Name of Registered Training Organisation (RTO):	Serve It Up Training Pty Ltd
Address:	62 Little Latrobe Street , Melbourne, VIC, 3000
Contact number:	1300 555 748

Course Details

Course Title:	_____		
Qualification level:	<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> Diploma <input type="checkbox"/> Other (please specify) _____		
Course start date:	____ / ____ / ____	Expected end date:	____ / ____ / ____
<input type="checkbox"/> The applicant has been assessed by this RTO as suitable for the course and has been enrolled as described above.			
<input type="checkbox"/> The applicant has not been enrolled for the nominated course because:			

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Fee Information – only complete one option (either option 1 or option 2)

To complete this section you will need to:

1. Have an initial discussion with Serve It Up to confirm your clients eligibility for government subsidised training and/or a concession fee and nominate whether you or your client will be responsible for fees payable
2. After your client has been checked and assigned to an appropriate course, confirm with Serve It Up the 'standard fee' for the course and finalise invoicing arrangements

☐ **Option 1:**

Job seeker is eligible for Government Funding and/or concession fee in Victoria
(includes holders of a Health Care Card, Pensioner Card, Veteran's Gold Card, or the dependant spouse or child of a holder of a Health Care Card or Pensioner Card)
Please make sure candidate also fills out our "Concession Fee Application" form if applicable

Concession Fee: \$ _____

Who should be invoiced for this fee (please select one)

☐ JSA provider ☐ Job Seeker

Funding Gap: \$ _____

This fee will be invoiced to the JSA Provider

Other Costs: \$ _____

Who should be invoiced for this fee (please select one)

☐ JSA provider ☐ Job Seeker

☐ **Option 2:**

Job Seeker is **NOT** eligible for Government Funding and/or concession fee in Victoria

Full Fee: \$ _____

Who should be invoiced for this fee (please select one)

☐ JSA provider ☐ Job Seeker

Other Costs: \$ _____

Who should be invoiced for this fee (please select one)

☐ JSA provider ☐ Job Seeker

Invoicing Arrangements

Total to be invoices to JSA provider \$ _____

Please provide Serve It Up a purchase order or Authority to invoice

Total to be invoiced to Job Seeker \$ _____

PART B – Participants Permission

The information on this form is being collected for the purpose of giving you access to training. The information on this form is usually shared between your Job Services Australia (JSA) Provider, Registered Training Organisation and the Department of Human Services.

In particular, your Job Services Australia (JSA) Provider may share relevant information with your Registered Training Organisation which could include elements of your Employment Pathway Plan and any additional support that you may require while you are participating in training. Your Registered Training Organisation shares information with your Job Services Australia (JSA) Provider and the Department of Human Services including course enrolment information, information about your attendance at and participation in training and module and course attainment.

The information in this form may also be shared with other Australian Government departments or agencies and state or territory governments for the purpose of ensuring you have access to training under the program.

Participants Name: _____ Participants Signature: _____

Date: ____ / ____ / ____

When Parts A and B have been completed scan this form and email it to Serve It Up and provide a copy of this email to the job seeker to take with them to the RTO.

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PART C – To be completed by the RTO

Please select the appropriate answer:

Participant has been assessed as eligible for a government subsidised training place:

- ☐ YES ☐ NO – this form is NOT required

Participant has been assessed as eligible for a concession fee:

- ☐ YES ☐ NO

The Fee information in Part A above is correct.

- ☐ YES ☐ NO – this information MUST be correct for the enrolment to be completed

If NO, the RTO must contact the JSA Provider and ask them to re-issue the referral form with the correct fee information, should they still wish to refer the job seeker to this training. DES Providers should cross out the incorrect information, add the correct information, and initial any changes required and then email the amended form back to the RTO.

- ☐ Participant has been assessed as meeting course entry requirements and has enrolled in course.

Participant will commence on ____ / ____ / ____ Course is due to be completed on ____ / ____ / ____

- ☐ Participant has not been enrolled in nominated course because

RTO Contact details - General course information/entry requirements/referral

Phone Number: 1300 555 748

Email: info@serveitup.com.au

Additional Contacts

Course payments - Contact

Phone Number: _____

Email: _____

Course co-ordinator - Contact

Phone Number: _____

Email: _____

Notes:

PLEASE SCAN and then EMAIL this form back to the JSA Provider. (See Part A for details).
The RTO MUST retain a copy of this completed form for audit purposes.
The JSA Provider must retain a copy of this completed form as documentary evidence and for monitoring purposes.