

Vocational Training and Employment Centres (VTEC)

Information sheet for jobactive organisations

What is a VTEC and how can it assist my organisation?

Vocational Training and Employment Centres (VTECs) are an Australian Government initiative based on GenerationOne's employment model. The objective of VTEC is to support Indigenous jobseekers into a sustainable job. The key feature of a VTEC is the guarantee of a job before job-specific training starts. VTECs are required to:

- source guaranteed jobs
- provide or source job specific training
- support the job seeker into work
- supporting the job seeker through 26 weeks of employment

The VTEC provider will commit to working closely with you, to support job seekers to complete their training, secure employment and stay employed. The VTEC in your region will rely on your organisation to source and support Indigenous job seekers.

The VTEC initiative is an opt-in model for job seekers. VTECs need to ensure that job seekers have a genuine interest in working in the field of the job offered.

While actively participating in VTEC the job seeker is meeting their mutual obligation requirements.

Which job seekers are eligible for referral to VTECs?

While the priority for VTECs is highly disadvantaged Indigenous job seekers, all Indigenous people can be considered for referral to a VTEC.

The VTEC provider, in conjunction with your organisation, will undertake an informal assessment of the job seeker suitability for the jobs available against the job description supplied by the employer. This will identify groups of job seekers that have the right characteristics for upcoming jobs.

A job seeker who is already receiving support under the Indigenous Advancement Strategy (including a Jobs, Land and Economy Programme project) is not eligible to participate in the VTEC.



What funding is provided to VTECs?

VTECs receive a single 26 week employment outcome payment and are expected to identify and source reasonable contributory funding through various sources, including jobactive organisations, State Governments, employers and community organisations.

Jobactive providers can also claim their outcome payments as per their funding agreement. The outcome payments claimed by the VTEC and the jobactive provider are not considered duplication of funding unless the VTEC is the jobactive provider.

The level of contributory funding provided through the Employment Fund will be at your discretion, you will need to take into account the Employment Fund Guidelines and Principles, your organisation's Employment Fund resources, the assistance required by the VTEC participant and the potential outcome payment. There may also be in-kind support negotiated, for example, the use of facilities or staffing resources to assist in the delivery of certain aspects of the project.

What if a job seeker from your caseload is placed into the VTEC initiative and you were not involved?

A job seeker may be placed into a VTEC without your involvement. A job seeker may be referred through a community organisation, through an employer's recruitment strategy or the job seeker may self-refer.

VTEC providers will be expected to monitor participant attendances and liaise with the relevant jobactive organisation. The VTEC and jobactive organisation should communicate to ensure the training and other activities a participant is undertaking in VTEC are reflected in the job seeker's Job Plan and will meet their participation mutual obligation requirements.

Where a job seeker has been recruited into the VTEC other than through your referral, the VTEC will contact you to determine the job seeker's registration status and confirm that participation in the VTEC activity is appropriate for that job seeker. If agreed, VTEC participation must be reflected in the job seeker's Job Plan. Refer to additional information on activity management code 'Vocational Training and Employment Centre' below.

How can I partner with a VTEC?

You both need to negotiate an agreement for working together. This may be reflected through a written agreement such as a Memorandum of Understanding or Service Level Agreement.

The written agreement should include information on how the parties will work together to prepare and support Indigenous job seekers prior to, during, and after the employment placements. The document

should include agreed processes for sharing data and information about case histories, cooperation in case management and the process and protocols for referring participants to opportunities under the VTEC.

What types of job vacancies are available through a VTEC?

While VTECs will have access to jobs available under GenerationOne's Australian Employment Covenant, VTECs can source job vacancies directly from other employers. VTECs will work with employers that have guaranteed jobs to understand what skills and training the employer requires for the positions available.

VTECs will host regular information sessions for Indigenous job seekers. These sessions will provide Indigenous job seekers with an insight into the jobs available, the conditions, the benefits and the challenges of working in a particular industry. You are welcome to be involved in these sessions.

What are the impacts on jobactive organisation funds and fees?

Outcome Payments: As you and your VTEC partner will be working together to assist job seekers to improve their work readiness and secure employment, usually both organisations may claim outcome payments for the same job, subject to the terms of the respective deeds. Relevant outcomes will also count towards the Star Ratings calculations and Indigenous Outcomes Targets. There is an exception to this for organisations that provide both jobactive and VTEC programmes (refer to next section).

Administration Fees: Job seekers referred to VTECs, either by you or by another means, will continue to be 'active' on your case load ensuring that you have access to your Administration Fee and you can continue to ensure your job seeker meets their mutual obligation requirements and provide services the job seeker may need.

Employment Fund: jobactive organisations, including those which are also VTEC providers, can use their Employment Fund to assist job seekers participating in VTEC. The Employment Fund cannot be used to replace funding goods and/or services that VTECs are expected or choose to fund. For example, if the VTEC provider chooses to provide post placement support including mentoring or professional services to a job seeker, the Employment Fund cannot be used for these purposes. Under jobactive, the Employment Fund is available only for relevant accredited vocational training or (with the Department of Employment's approval) non-accredited training specified by an employer as a pre-requisite for a job. The Employment Fund cannot be used for job search related training or the application of assessment tools. The written agreement between the jobactive organisation and the VTEC provider should include an outline of which organisation is meeting each funding requirement.

All jobactive organisations must ensure that all expenditure through the Employment Fund meets the needs of the individual job seeker and meets all Employment Fund Principles. This ensures that any purchases:

- provide eligible job seekers with the work-related tools, skills and experience that correspond with their difficulties in finding and keeping a job in the relevant labour market
- provide value for money

- comply with any work health and safety laws that may apply
- will withstand public scrutiny
- will not bring jobactive or the Government into disrepute.

Can a jobactive provider be a VTEC provider?

There are VTECs that are also jobactive providers. In the case where a jobactive provider and the VTEC provider is the same legal entity, the jobactive provider is able to place its Indigenous job seekers in its own VTEC programme.

In these circumstances, the *jobactive Deed 2015-2020* prevents the payment of outcome payments to the jobactive organisation under clauses dealing with double payments for the provision of the same or similar services. If the organisation wishes to claim jobactive outcome payments, it should not claim the VTEC outcome payment, and vice versa. That is, the organisation can choose to claim outcome payments under one of the two programmes, but not both.

If a jobactive provider is also a VTEC, can a VTEC outcome payment contribute to its jobactive Star Ratings and Indigenous Outcomes Targets?

VTEC outcome payments are not automatically included in jobactive Star Rating calculations or the assessments of performances against the Indigenous Outcomes Targets. If a jobactive organisation which is also a VTEC provider chooses to claim VTEC outcome payments rather than jobactive outcome payments, it can seek a one-off approval from the Department of Employment to also lodge zero-dollar outcome payments. This will ensure that the jobactive organisation's performance is appropriately recognised for the Star Ratings and the Indigenous Outcomes Targets.

The above principles also apply to jobactive organisations in subcontracting arrangements with VTEC providers to provide the VTEC programme (either as a lead VTEC or subcontractor VTEC). Organisations in such relationships cannot claim outcome payments for jobactive job seekers they refer to each-other.

Will participation in VTEC meet a job seeker's mutual obligation requirements, including the Annual Activity Requirement?

Yes. Participation in pre-employment training in VTEC will meet a job seeker's mutual obligation requirements, and can be used to meet their Annual Activity Requirement during the Work for the Dole Phase. VTEC must be recorded as a compulsory activity in free text in the job seeker's Job Plan.

What does a jobactive provider do in the information technology system when referring a job seeker to VTEC?

VTEC participation must be reflected in the job seeker's Job Plan. The activity management code '*Vocational Training and Employment Centres*' under '*Other Approved Programmes*' should be used to indicate a job



seeker's VTEC participation. The activity referral should include the name of the VTEC provider and a description of the activity including specific details such as actions, dates, times and hours. Participation hours must also be recorded in the Activity Diary component of the system on at least a monthly basis.

For more information

More information on Vocational Training & Employment Centres and their locations, can be obtained by viewing the [VTEC website](http://www.dpmc.gov.au/vtec) at www.dpmc.gov.au/vtec, or by emailing vtec@pmc.gov.au or by calling the Indigenous Employment Hotline on **1802 102**.