



## FACT SHEET

# NOTICE OF ARRANGEMENTS AND EXEMPTIONS REPORTING REQUIREMENTS

## Requirements

Young people of compulsory school age<sup>1</sup> **must have a Notice of Arrangement (NoA) or Exemption approved by an authorised representative from the Department of Education (DoE)** to be eligible for funded training under one of the Corporation's Participation or non-school based pre-apprenticeship programs.

These students need a referral from an approved Participation referral agent, a list of participation referral agents can be found at <http://www.dtwd.wa.gov.au/vet-jswa>

A full time NoA or Exemption requires the Student to be engaged in training for a minimum of 20 hours per week unless otherwise supported and approved by the Corporation.

The process at Appendix A in the Business Rules must be followed for obtaining an approved NoA or Exemption.

## Reporting Student Enrolment / Commencement to the Corporation

### Step 1 Uploading Student Details on TAMS

Service Providers **must** upload student details on TAMS. Please refer to the Corporation's [Payments and Reporting Guide](#) for uploading TAMS *Student text files*.

### Step 2 Uploading Student Enrolment Details on TAMS

Service Providers **must** upload student enrolment details on TAMS for all units of competence of the qualification or skill set nominated on the NoA form submitted to DoE or the Exemption once the student has enrolled and/or commenced training.

Please refer to the Corporation's [Payments and Reporting Guide](#) for uploading *Enrolment text files*.

Although the student's enrolment details, once lodged, will appear with lodgement warning STUDEB-5, it is important that Service Providers list all the students under a NoA or Exemption. This warning listing will form the basis of the report that will be used to reconcile with the DoE approvals.

The Payments and Reporting Guide is available at <http://www.dtwd.wa.gov.au/vet-jswa>

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<sup>1</sup> The compulsory education period for a child is determined in the *School Education Act (1999)* as either (i) the end of the year in which the child reaches the age of 17 years and 6 months; (ii) the child reaches the age of 18; or (iii) the child has achieved the minimum requirements for graduation from secondary school as determined under the *School Curriculum and Standards Authority Act 1997* – whichever happens first



## Confirming Commencement of Training with DoE

DoE will send a request to Service Providers to confirm that NoA students have commenced training. Service providers must ensure that this information is forwarded to DoE as soon as NoA students have started training.

## NoA Approval Notification from DoE

Upon receipt of students' commencement information from Service Providers, DoE will process the NoA applications.

Please Note: This process can take some time. It is anticipated that the process will be completed within two months.

## Claiming Funding for Training

Service Providers must submit their monthly lodgement as normal. A lodgement that shows the student reported with warning STUDBE-5 indicates that a student's NoA/Exemption arrangement has been acknowledged and the student is eligible for funding.

## Accepting NoAs and Exemptions

Service Providers must provide evidence of an approved NoA or Exemption (Certificate of Approval letter) upon the Corporations request. Where a student appears with warning STUDBE-5 in a TAMS lodgement the Service Provider should review to ensure that the required paperwork has been submitted to DoE as required.

Where a NoA or Exemption form has **not been processed** due to the reasons listed below, the Corporation may request information from the Service Provider to confirm the Service Provider has attempted to meet the requirements.

- NoA forms not received yet by the Participation Unit;
- sufficient time was not given for the Participation Unit to process and update the NoA report submitted to DTWD;
- sufficient time was not given for DTWD's Training Markets to review and process the current NoA report from DoE;
- a NoA form being received after the course is completed or the student has withdrawn; or
- a NoA form not approved by the Participation Unit; or
- an Exemption form not received or accepted by Training Markets.



## Student's Training Arrangement Updates

Service Providers must immediately notify DoE's Participation Unit if any of the following occurs:

- Student withdraws from the course prior to completion; or
- Student completes the course prior to the nominated end date of the course; or
- Intended course start or end date has changed.

DTWD will provide DoE with a monthly report that will indicate the status of all students on a NoA or Exemption. DoE will use this report to monitor the progress of students (i.e. still in training, withdrawn or completed).

## Additional Information

### Alternatives to Parent/Guardian Signature

Students who do not have any parents (including those whose whereabouts are unknown) or a legal guardian will need to speak with their school principal or the Engagement and Transition Manager at their regional education office contact so the signatory can be confirmed as either an independent minor or a responsible adult as defined by the School Education Act 1999.

### Students Commencing A Qualification

Service Providers must obtain a NoA or Exemption for students commencing in any qualification or skill set.

### Students Progressing To Another Qualification

Students who progress from one qualification or skill set to another, with only term/semester breaks in between, and remain with the same Service Provider, do not need to complete a new NoA or Exemption form.

However, for students on a NoA, the relevant School and DoE are to be notified to ensure necessary amendments are made to course details listed on the original NoA. For students on an Exemption, the relevant school and DTWD are to be notified to ensure the necessary amendments are made.

Please note if DoE is not advised, the notice will be cancelled or rejected, requiring a new NoA to be lodged specifying the new course information.

Students who continue to another qualification or skill set and the second qualification or skill set is undertaken with a different Service Provider will need to obtain a new NoA or Exemption form.



## Skill sets for school aged students on a NoA or Exemption – Guiding principles

The Departments of Education and Training and Workforce Development have developed the following principles to be applied for a student engaging in a skill set(s) when on an Exemption or Notice of Arrangement (NoA).

Students engaging in a skill set/s when on an Exemption or NoA.

- The skill set undertaken should align with the students' individual pathway plan and students will be encouraged, supported and referred by Education Transition Managers (ETM) to undertake skill sets that provide the opportunity for meaningful skills development.
- Students will be encouraged to enrol in skill sets that have a clear link to education and employment pathways within their region.
- The above notwithstanding, and consistent with the current policy around student eligibility to enrol in skill sets, students on NoAs or Exemptions will be able to enrol in the skill set(s) of their choice.
- TAFE colleges and eligible contracted private Registered Training Organisations will be able to enrol students directly (without ETM or equivalent referral) and deliver skill sets to students on Exemptions and NoAs.

Exemptions and NoAs are not to be:

- used for students to access free skill sets when the intention is that the student will be returning to school; and
- granted to multiple students (including in year 10) at the same time to undertake the same qualification over the same period, as a short-term response to address engagement issues or to provide an alternative education experience.

For further information please visit: <https://www.education.wa.edu.au/alternatives-to-full-time-schooling>