

2025-26 Continuing students policy

Background

Under Queensland's Skills Strategy, new subsidised training programs will replace discontinued programs from 1 July 2025. To ensure existing students can complete their qualifications, skill sets or apprenticeships/traineeships without disadvantage, discontinued program arrangements will be phased out gradually.

This guide outlines the arrangements for Skills Assure Suppliers (SAS) to manage continuing students under discontinued programs. This policy includes scenarios where the SAS has:

1. A 2025-28 SAS Agreement with all qualifications awarded;
2. Not been awarded a 2025-28 SAS Agreement;
3. A 2025-28 SAS Agreement, but some students are enrolled in qualifications not funded under the Queensland Subsidised Training List 2025-26; and
4. A 2025-28 SAS Agreement with certain qualifications included solely for teach-out purposes.

Skills Assure Supplier (SAS) Agreement management

Where it has been identified the supplier has existing students, the department will either:

- a) **for SAS with no 2025-28 SAS Agreement** - offer an extension to their 2021–25 SAS Agreement solely for the purpose of teaching-out continuing students. If the supplier does not have any active qualifications, the 2021-25 SAS Agreement will expire on 30 June 2025; or
- b) **for SAS with a new 2025-28 SAS Agreement** – will have a *Schedule 6 – continuing students* contained in their new SAS Agreement outlining qualifications that have been awarded only for the purpose of teaching-out continuing students.

Definition of a continuing student

A continuing student can be defined as any student who has enrolled in training and/or assessment prior to 1 July 2025. The exact interpretation of this definition can differ slightly based on the discontinued program the student was originally enrolled in.

Queensland VET Investment programs

For students enrolled under the Queensland VET Investment program, an **Enrolment** has the same meaning as **Activity Start Date** being:

- the start of training activity itself (i.e. attends first class, commences online module, credit transfer is applied etc.) and not the date the student's information is entered into the system; **and**
- if a student is an assessment-only (including recognition of prior learning) student, it is the date of the start of assessment. Where a student undertakes training and assessment activities, it is the date the student starts their training activity.

User Choice program

For Queensland registered apprentices and trainees under the User Choice program, those who have a training contract commencement date prior to 1 July 2025 are considered a continuing student. The Department of Trade, Employment and Training will review each supplier's data to identify the qualifications that have current enrolments.

What is a discontinued program?

From 1 July 2025, SAS can no longer accept new enrolments in the following programs:

- Certificate 3 Guarantee (C3G);
- Higher Level Skills (HLS); and
- User Choice (Queensland apprenticeships and traineeships).

Timelines for completion or transition

To provide continuing students with the opportunity to complete their studies, qualifications with continuing students will be extended as follows:

- 31 December 2026 – User Choice
- 30 June 2026 – Certificate 3 Guarantee and Higher-Level Skills

Skilling Queenslanders for Work (SQW)

For SAS currently providing training for a SQW approved community-based organisation, new enrolments will be permitted until the project end date for SQW participants only.

Variations

Ad-hoc requests for variations to new and existing SAS Agreements for the addition of new training products will not be considered. The department will only consider the addition of superseding qualifications that are replacing existing superseded qualifications listed on SAS delivery schedules. A superseding qualification will only be considered for addition where there are current students actively participating in training and/or assessment who need to transition to the superseding version.

Expectations and reporting requirements

To provide guidance on how suppliers should manage and report their continuing students during the transition phase, please consult the relevant tables provided below.

Student cohort 1: Skills Assure Supplier (SAS) issued a 2025-28 SAS Agreement with all qualifications and has existing students who commenced pre-1 July 2025

RTO has been approved as a SAS to deliver all qualifications under Career Start and/or Career Boost and have existing students who enrolled in discontinued programs prior to 1 July 2025.

Contractual arrangements	A new agreement will have been awarded containing <i>Schedules</i> for the new programs referenced above.
Reporting requirements	<p>Units of competency that commenced prior to 1 July 2025 but remain incomplete should be reported against the new PS and/or QS agreement numbers issued.</p> <p>In relation to fund source codes, these units must be reported against those contained in the program policy for the discontinued program. For ease of reference, this information has been provided in Appendix 1 of this document.</p> <p>However, for new units of competency that commence on or after 1 July 2025, the new fund source code as specified in <i>Schedule 3, 4 or 5</i> of the <u>2025-28 SAS Agreement</u> should be reported.</p>
Fees	Students must not be charged additional fees other than those agreed to at the time of enrolment to complete their training.
Third party arrangements	<p>If there are existing third-party arrangements that have been disclosed to the department, they may remain in effect for the existing student cohort until either the students complete their training under a discontinued program or the prescribed timelines for completion or transition expire, depending on which of these two events occurs first.</p> <p>SAS must keep adequate records of these agreements and monitor the stipulated deadlines to ensure compliance. Third-party arrangements will not transition to the new funding programs.</p>
Marketing	SAS can no longer market or recruit students under the discontinued programs.
Transition strategy	<p>As all qualifications have been awarded under the <u>2025-28 SAS Agreement</u>, SAS may continue to train-out their continuing students until the end date specified against the qualification in the relevant program schedule.</p> <p>Should this cohort wish to undertake additional funded training, they will be subject to the eligibility criteria stipulated for the new programs.</p>

Student cohort 2: RTO has not been issued a 2025-28 Skills Assure Supplier (SAS) Agreement and has continuing students

RTO has not been approved as a SAS from 1 July 2025 but has students still enrolled in discontinued programs.

Contractual arrangements	The existing SAS will be extended to the timeframes outlined under the timelines and timeframes specified above.
Reporting requirements	<p>All students and units of competency are to continue to be reported against existing PS and/or QS agreement numbers.</p> <p>In relation to fund source codes, all training regardless of when it commenced, is to be reported against the fund source codes contained in the program policy for the discontinued program. For ease of reference, this information has been provided in Appendix 1 of this document.</p>
Fees	<p>Students are not to be charged additional fees other than those that were agreed to at the time of enrolment to complete their training.</p> <p>If the RTO terminates their continuing student agreement with the department prior to students completing their training, the department expects that a refund will be issued to students for all units of competency not yet commenced.</p>
Third party arrangements	Any third party arrangements involving training and assessment services that were declared to the department prior to 1 July 2025 will be allowed to continue until the student completes their training or the prescribed timelines for completion or transition expire, depending on which of these two events occurs first.
Marketing	All RTOs can no longer market or recruit students under the discontinued programs. Those that have not been approved as a SAS under the new arrangements are to remove all references of being a SAS from their webpage and their marketing material. This includes the removal of the Skills Assure logo/identifier.
Transition strategy	<p>If the RTO is:</p> <ul style="list-style-type: none"> unable to complete students under the discontinued program within the allocated timeframe; OR students decide to complete their training with an approved SAS or another RTO; OR the RTO terminates their agreement before all students complete their training, <p>they must support the students in finding a new training provider by referring them to the Queensland Skills Gateway and/or Queensland Training Information Service (QTIS).</p> <p>It is critical that students are allowed to choose a replacement SAS or other RTO. RTOs must not interfere with or attempt to influence the student's choice or request, make or retain a payment for the transfer or referral of students to another provider.</p>

Student cohort 3: Skills Assure Supplier (SAS) renewed with discontinued qualifications

RTO has been approved as a SAS to deliver qualifications under Career Start and/or Career Boost. However, they have existing students who enrolled in qualifications under discontinued programs prior to 1 July 2025 but are not funded on the Queensland Subsidised Training List 2025-26.

Contractual arrangements	A new SAS Agreement will have been awarded containing Schedule 6 – continuing students which will outline qualifications that have been awarded only for the purpose of teaching-out continuing students.
Reporting requirements	<p>For units of competency that commenced prior to 1 July 2025 but remain incomplete should be reported against the new PS and/or QS agreement numbers issued.</p> <p>In relation to fund source codes, all training regardless of when it commenced, is to be reported against the fund source codes contained in the program policy for the discontinued program. For ease of reference, this information has been provided in Appendix 1 of this document.</p>
Fees	<p>Students are not to be charged additional fees other than those that were agreed to at the time of enrolment to complete their training.</p> <p>If the student decides to change to another provider, the department expects that a refund will be issued to the student for all units of competency not yet commenced.</p>
Third party arrangements	Any third party arrangements involving training and assessment services that were declared to the department prior to 1 July 2025 will be allowed to continue until the student completes their training or the prescribed timelines for completion or transition expire, depending on which of these two events occurs first.
Marketing	SAS can no longer market or recruit students under discontinued programs and discontinued training products.
Transition strategy	If the SAS decides to no longer deliver training in the discontinued qualification, the SAS must liaise with the department who will assist with the transition of these students to continue training with another approved supplier.

Student cohort 4: Skills Assure Supplier (SAS) issued a 2025-28 SAS Agreement with some qualifications and has existing students who commenced pre-1 July 2025

RTO has been approved as a SAS to deliver qualifications under the Career Start and/or Career Boost programs. While they have been issued a new SAS Agreement, some qualifications have been added solely to allow the teach-out of existing students.

Contractual arrangements	A new SAS Agreement will have been issued containing Schedule 6 – continuing students which will outline qualifications that have been awarded only for the purpose of teaching-out continuing students.
Reporting requirements	<p>Any units of competency that commenced prior to 1 July 2025 but remain incomplete should be reported against the new PS and/or QS agreement numbers issued.</p> <p>In relation to fund source codes, all training regardless of when it commenced, is to be reported against the fund source codes contained in the program policy for the discontinued program. For ease of reference, this information has been provided in Appendix 1 of this document.</p>
Fees	<p>Students are not to be charged additional fees other than those that were agreed to at the time of enrolment to complete their training.</p> <p>If the student decides to change to another provider, the department expects that a refund will be issued to students for all units of competency not yet commenced.</p>
Third party arrangements	Any third party arrangements involving training and assessment services that were declared to the department prior to 1 July 2025 will be allowed to continue until the student completes their training or the prescribed timelines for completion or transition expire, depending on which of these two events occurs first.
Marketing	SAS can no longer market training products that they have not been approved to deliver under the new arrangements.
Transition strategy	<p>If the SAS is:</p> <ul style="list-style-type: none"> unable to complete students under the discontinued program within the allocated timeframe; OR students decide to complete their training with another approved SAS, <p>the RTO must support the students in finding a new training provider by referring them to the Queensland Skills Gateway and/or Queensland Training Information Service (QTIS).</p> <p>It is critical that students are allowed to choose a replacement SAS or RTO. SAS must not interfere with or attempt to influence the student's choice or request, make or retain a payment for the transfer or referral of students to another provider.</p>

Appendix 1

Discontinued program fund source codes

Certificate 3 Guarantee program

Fund source code	Applicable student cohort
ENT	Mainstream student
VSS	VET in Schools (secondary school students)
SQT	Skilling Queenslanders for Work
AP3	Adult prisoners
YD3	Youth in detention
BW3	Back to Work (C3G Plus)

Higher Level Skills program

Fund source code	Applicable student cohort
ENH	Mainstream student
HLT	Student accessing VET FEE-HELP/VET student loans
APH	Adult prisoners

User Choice program

Table 1: Fund source codes

Supplier	School-based apprentices and trainees	Apprentices	Trainees
TAFE User Choice fund source codes	T21	T01	T02
Private provider fund source codes	SAT	F3	GK

Table 2: Fund source codes - Free apprenticeships for under 21s (includes free training for year 12 graduates)

Fees and charges	Fund source code
Full fee	GS2
Partial exemption	GS3
Full fee exemption	GS4

Table 3: Fund source codes - Free apprenticeships for under 25s (21 - 24 years old)

Fees and charges	Fund source code
Full fee	GS6
Partial exemption	GS7
Full fee exemption	GS8