

Approved Learning Program

REQUIREMENTS AND GUIDANCE FOR
YOUTH ENGAGEMENT IN POST-YEAR 10
EDUCATION AND TRAINING

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I. Definitions

ACT means the *Education Act 2016* unless otherwise specified.

ALP – APPROVED LEARNING PROGRAM means an ‘appropriate course of education or training’ delivered by a provider in accordance with the specified program and which represents a full-time program load – or a combination of learning program options that add up to the equivalent of a full-time program load – at a school/college, university, registered training organisation or with an employer. **See Info Box 2: What is an ALP?**

ALP PROVIDER:

- a school or college providing post-Year 10 education (Government, Catholic and Independent schools)
- registered training organisations (RTOs) within the meaning of the *National Vocational Education and Training Regulator Act 2011* (including TasTAFE)
- an employer of an apprentice or trainee
- an Australian tertiary education institution (including UTAS).

HOME EDUCATION means the education of a young person (meaning a school-aged child or youth under the Act) by a registered home educator in accordance with an approved home education program.

PARENT/GUARDIAN means a parent or a legal guardian or anyone with care and control of a child; or another person who generally acts in the place of a parent of a child and has done so for a significant length of time.

RESPONSIBILITIES: MUST, SHOULD AND MAY meaning of:

- ‘must’ is to be construed as being mandatory; and
- ‘should’, ‘is to’ and ‘are to’ are to be construed as being directory; and
- ‘may’ is to be construed as being discretionary or enabling, as the context requires.

SCHOOL means –

- (a) a state school; or
- (b) a centre, unit or institute of the state which provides educational instruction at any level up to, and including, the final year of secondary education; or
- (c) a registered school –
but does not include TasTAFE.

SECRETARY means the Secretary of the Department of Education.

YOUNG PERSON means a person in Year 10 or above, or a home educated person at the equivalent level, who has not yet completed compulsory education or training.

YPD – YOUTH PARTICIPATION DATABASE – means the Department of Education database established to record, track and communicate to ALP Provider’s young people’s intended learning programs and ALP activity.

2. Purpose

The purpose of this document is to ensure that Approved Learning Program (ALP) providers are:

- aware of their obligations under Division 3 of the *Education Act 2016* (the Act) in providing post-Year 10 education and training, and
- guided on how to implement a young person's ALP.

This document applies to all Tasmanian school sectors and all post-Year 10 education and training providers of young people who have not completed Year 12, gained a Certificate III or turned 18, such as:

- a school or college providing post-Year 10 education (Government, Catholic and Independent schools)
- registered training organisations (RTOs) within the meaning of the *National Vocational Education and Training Regulator Act 2011* (including TasTAFE)
- an employer of an apprentice or trainee
- an Australian tertiary education institution (including UTAS).

3. Requirements

3.1 WHAT HAS CHANGED IN THE ACT AND WHY?

The Act increases education and training leaving requirements and sets additional requirements for education and training providers, young people, and parents and guardians to ensure that young people are supported in planning and staying engaged with post-Year 10 education and training.

One of the most significant changes is raising the minimum leaving age from 17 to 18 years (effective 1 January 2020). For most young people, this will mean undertaking Year 12 (or a vocational education certificate qualification) before they are able to leave compulsory education and training. To support this change, the Act requires young people to attend an ALP of education and training from the beginning of the first year beyond Year 10 until they meet one of the leaving requirements.

These changes promote and reinforce the idea that Year 12 (or a Certificate III) is the minimum educational standard that young people need to achieve in order to have the best possible foundation for further learning, life and work. It also supports and encourages young people to achieve higher levels of education, which are associated with significant benefits such as increased employment opportunities, higher income, better health, greater life expectancy, community participation and self-reported satisfaction in life.

3.2 APPROVED LEARNING PROGRAM (ALP) REQUIREMENTS FOR YOUNG PEOPLE

Under the Act, from 1 January 2020, young people who have completed Year 10 are required to participate full-time in an ALP of education and/or training until they complete Year 12 or a Certificate III or they are 18 years of age – whichever comes first – unless they are home educated, have an approval for part-time attendance or have an exemption (**see 4.4.**)

A Year 10 student must provide notice of their intended learning program to the school Principal before the end of the school year.

3.3 INTENDED LEARNING PROGRAM AND YEAR 10 TRANSITION STATEMENT

A Year 10 student must receive the support of their school in preparing an intended learning program of their plans for further education and training. This may include the type of education and training the young person plans to undertake after Year 10 and their preferred education and training provider/s.

Before the end of Year 10, the Principal must issue a Transition Statement for any young person who has submitted their intended learning program.

At the end of a student's Year 10 year, the Principal must notify the Secretary of the Department of Education, and the identified education and training providers, of the intended learning program to ensure a coordinated transition into further education and training.

The Youth Participation Database (YPD) data management processes will automate this notification process, to relieve the burden on schools.

When it is optional to submit an intended learning program: A Principal may be notified of a young person's intended learning program before the end of the school year in the following circumstances (noting that there is no requirement for the following students to submit an intended learning program):

- When a student turned 18 during Year 10; or
- When a student is a full-fee paying international student (or any class of young people with legislative exemption from the requirement to participate in an ALP); or
- When a student will be home educated after Year 10. For this exception to apply the parent and young person must provide a notice to the Principal stating the young person is to be home educated, with evidence that the parent has applied to be registered as a home educator. (Note: students who attend a school part-time while being home educated must follow the standard process of notifying the Principal of the intended learning program before the end of the school year.)

Ceasing or Continuing in Home Education: If a young person is not going to be home educated after the year equivalent to Year 10, the parent of a young person must ensure that notice of a intended learning program for a young person is to be provided to the DoE Secretary before the end of the Year 10 equivalent year.

If a young person is going to continue with home education past Year 10 equivalent, notice must be provided to the Office of the Education Registrar (OER) before the end of the year.

3.4 FULL TIME PARTICIPATION IN AN ALP

Unless a young person receives an exemption, a part-time approval, or is excused from attendance, they **must participate full-time in an ALP until** they complete Year 12, obtain a Certificate III, or they turn 18 years of age (whichever occurs first).

A young person is participating in an ALP if they are being provided with education or training by each provider in accordance with the program.

3.5 EXCUSING A YOUNG PERSON FROM ATTENDANCE

An ALP Provider may excuse a young person from daily attendance in an ALP if they:

- are sick, or
- have a temporary mental or physical incapacity that impacts their ability to attend.

In either of these cases:

- a young person (if independent) or parent/guardian of a young person must notify the ALP provider of the reason for the temporary absence, in line with any policies the provider has, and
- a school ALP Provider must use [Ministerial Instruction No 4 to excuse the young person from daily attendance](#).

An ALP Provider can require a young person to not attend if they are infectious or contagious which may harm other people's health.

3.6 PARTICIPATION, REPORTING AND ENGAGEMENT

A young person not attending their ALP

If a young person has unauthorised absences (and the young person was not excused from attendance, or has not received an exemption):

- a school ALP Provider must manage the absences in line with [Ministerial Instruction No 6](#),
- all ALP providers must notify the Secretary the Department of Education of the non-attendance of the young person in their ALP, and manage the absences in line with their attendance policies.

A young person withdraws from their ALP

An ALP Provider must notify the Secretary if a young person withdraws/cancels their enrolment within 7 days of the withdrawal/cancellation.

Employment of young people participating in an ALP

An ALP Provider must not employ or permit the employment of a young person during the hours when a young person is required to be participating in their ALP or undertaking home education, unless:

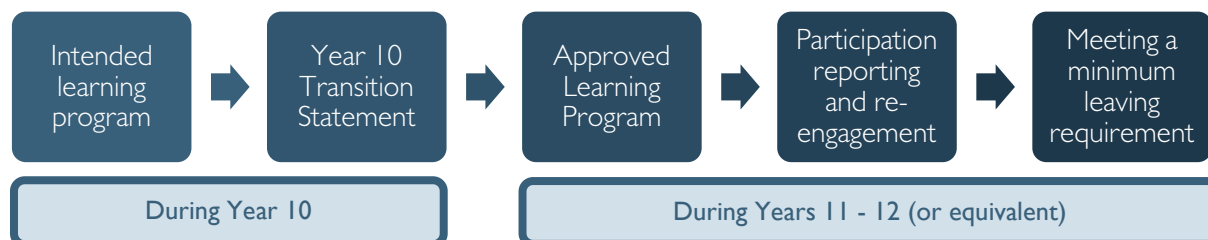
- the employment is part of the young person's ALP (**see Appendix I**), or
- the employment is authorised by the Secretary through the exemptions process.

Online attendance

A young person may attend an ALP online (using electronic communication) if offered and approved by the provider.

4. Guidance

The steps involved in developing, implementing and completing an ALP are as follows:



4.1 INTENDED LEARNING PROGRAM

An intended learning program includes the type of education and training the Year 10 student plans to undertake after Year 10 and their preferred education and training provider/s. The intended learning program should meet the minimum requirements for an ALP.

4.2 YEAR 10 TRANSITION STATEMENT

Schools may use different ways to advise students that they have received a Transition Statement, for example, by letter, or through a message on their Year 10 end-of-year school report. A Transition Statement notification may state: "[Student Name] has submitted a plan for post-Year 10 education and training and is therefore issued with a Transition Statement under Section 90 of the *Education Act 2016*."

In supporting a young person to prepare an intended learning program, school staff should consider:

- the appropriateness and relevance of a young person's intended learning plan and proposed career pathway
- the young person's engagement, learning capacity and circumstances.

INFO BOX 1: Intended learning programs and ALP

An intended learning program becomes an ALP once a young person has received a transition statement and commences that learning program.

This could mean enrolling at a school or college and commencing the Year 11 school year; commencing a full-time apprenticeship/traineeship; or registering with an RTO and commencing vocational education and training. A table outlining ALP options for young people after Year 10 is at **Appendix I**.

Unless approved otherwise, a young person must participate full-time in education and training. This means attending the scheduled school/training hours and following the provider's attendance policy for any absences.

If a young person commences a program of education and training that is different to the one identified in their intended learning plan, this new program of learning becomes their ALP upon commencement.

4.3 APPROVED LEARNING PROGRAM

INFO BOX 2: What is an ALP?

An ALP is considered to be an 'appropriate course of education or training' delivered by a provider or providers in accordance with the specified program. It represents a full-time program load – or a combination of learning program options that add up to the equivalent of a full-time program load – at a school/college, registered training organisation, university or with an employer.

An ALP must consist of full-time – or a combined full-time equivalent – program load in one or more of the following approved program/s of education and/or training:

- post-year 10 study undertaken at any government or non-government school, or tertiary provider, which may include: an Australian School-based Apprenticeship (an employment-based training arrangement where a young person undertakes an apprenticeship/traineeship while also continuing their school/college education)
- a vocational education and training (VET) qualification through any RTO
- a full-time apprenticeship/traineeship.

4.4 FULL-TIME PROGRAM LOAD FOR AN ALP

A provider should ensure that a young person engaged with them in an education or training program is participating in a full-time program load as specified in the course program or training contract.

If a young person is engaged with a provider in an education or training program that does not meet the full-time definition for that program, the provider should ensure the young person is:

- undertaking additional approved education and/or training program(s), such that the programs together are sufficient to amount to a combined full-time equivalent program (**see 4.5**), or
- approved for part-time attendance in an ALP, or exempted (**see 4.6**).

In general, minimum program loads for full-time participation in an ALP are considered to be:

- **Schools** – a minimum of 600 hours of instruction per school calendar year.
- **RTO VET providers** – in most cases, full-time training towards completion of a Certificate II qualification or a Certificate III qualification, as specified in the course program or training guide.
- **Traineeships or apprenticeships** – a minimum of 35 hours per week (including the training component), equivalent to full time employment (e.g. a full-time apprenticeship).

4.5 COMBINED FULL-TIME PROGRAM LOAD FOR AN ALP

A young person may undertake more than one education and/or training program(s), such that the programs together are sufficient to amount to a combined full-time equivalent program.

The Secretary has the power to amend an ALP and will consider the appropriateness of the combined ALP on a case-by-case basis, with reference to:

- the appropriateness and relevance of the young person's intended learning plan and proposed career pathway
- the young person's engagement, learning capacity and circumstances.

4.6 ALTERNATIVE OPTIONS

ALP Providers may support the young person (if independent) or parent/guardian of a young person to apply for part-time approval or exemption.

There are three permitted alternatives (unless excused, [see 3.5](#)):

- I. **Home education** – A young person can choose to be home educated post-Year 10 as an alternative to undertaking an ALP.
- II. **Part-time attendance** – A young person (if independent) or parent/guardian of a young person may apply for approval for part-time attendance in an ALP in accordance with [Ministerial Instruction No 11](#). This includes approval for part-time attendance on the basis of physical and/or mental health.
- III. **Exemption** – A young person (if independent) or parent/guardian of a young person may apply for an exemption from participating in an ALP in accordance with [Ministerial Instruction No 10](#). This includes an exemption for full-time employment (without a recognised training component) of at least 35 hours a week.

INFO BOX 3: Part Time Approval and Exemption

It is the responsibility of the young person (if independent) or parent/guardian of a young person to apply for part-time approval or exemption from the full-time program load requirements.

4.7 REPORTING AND MONITORING PARTICIPATION

The Youth Participation Database (YPD) receives participation data from ALP providers in accordance with data exchange agreements between the Department of Education and ALP Providers and/or their representative bodies. The YPD matches data reported by ALP Providers to locate young people who are not meeting their education and training obligations.

Participation in an ALP is monitored using the YPD to ensure the best possible outcomes for young people and compliance measures are focused on prevention, location and re-engagement.

INFO BOX 4: Collection of ALP information

Information collected by the Secretary during the development of intended learning programs, issuing of Transition Statements, and collection of ALP participation data may only be used for the purpose of ensuring that the young person is participating in their ALP.

The Secretary may provide information about a young person to an ALP provider.

Once de-identified, the Secretary may use the ALP participation information to plan, report on or conduct research on the State's educational system and resources.

INFO BOX 5: What happens if a young person fails to participate or ceases participating in an ALP?

If a young person is identified, through the YPD, as not meeting their education and training obligations, they will be supported to re-engage in a learning program that best fits their needs.

If a young person withdraws from their ALP, in addition to reporting the withdrawal ([see 3.6](#)), ALP Providers should support efforts to re-engage the young person.

The Department of Education may refer a young person to the Office of the Education Registrar (OER) for compulsory conciliation if re-engagement attempts have been unsuccessful.

What happens if a young person is unable to be located?

If a young person is unable to be located for re-engagement purposes, the Department of Education will report the matter to the Secretary of the responsible Department identified in the [Children, Young Persons and Their Families Act 1997](#) in line with Mandatory Reporting responsibilities.

5. Related acts, policies, procedures and information

The following documents are related to the information provided in this document:

- [Education Act 2016](#)
- [National Vocational Education and Training Regulator Act 2011](#)
- [Children, Young Persons and Their Families Act 1997](#)
- For Department of Education schools, Catholic schools and independent schools – Ministerial Instructions:
 - [Ministerial Instruction No 4 Students excused from daily attendance at school](#)
 - [Ministerial Instruction No 6 Relating to school student absences](#)
 - [Ministerial Instruction No 8 Transition Statement](#)
- For all ALP Providers – Ministerial Instructions:
 - [Ministerial Instruction No 10 Application for Exemption from participation in an Approved Learning Program](#)
 - [Ministerial Instruction No 11 for Application for Part-time attendance in an Approved Learning Program](#)
- For Department of Education Schools: [Secretary's Instruction No 5 Managing absences in a state school that are not authorised by the Education Act 2016](#)
- [Application for Part-time Attendance](#) (for all young people requiring approval for part-time attendance as outlined in Ministerial Instruction 11)
- [Application for Exemption](#) (for all young people seeking exemption from participating in an ALP)
- Provider (and sector) specific enrolment policies and processes
- YPD User Guide [link when published]
- Factsheets:
 - Provider Fact Sheet [link when published]
 - Employer Fact Sheet [link when published]
 - [Education and Training After Year 10](#)
 - [Staying in Education: Increased Minimum Education and Training Leaving Requirements from 2020](#)
 - [Education Act Changes Frequently Asked Questions for Parents](#)
 - [Year 10 Transition Statement Fact Sheet](#)
 - [Employment of Senior Secondary Age Students Fact Sheet](#)

APPENDIX I – APPROVED LEARNING PROGRAM OPTIONS

LEARNING PROGRAM	ALP	EXEMPTION REQUIRED	APPROVAL FOR PART-TIME ATTENDANCE REQUIRED	PARTICIPATION	ALP REPORTING RESPONSIBILITY	CONSIDERATIONS
FULL-TIME STUDY	✓	×	×	600 hours minimum per year.	Providers	If two providers are being used to make a 'full-time' program, both providers are responsible for proofing participation data.
FULL-TIME STUDY COULD INCLUDE:						
AUSTRALIAN SCHOOL-BASED APPRENTICESHIP	✓	×	×	A minimum of 7.5 and maximum of 15 hours of paid work during term time AND between 600 and 800 hours (inclusive) per year of combined schooling and off-the-job training.	Year 11/12 school/college principal	Contributes to TCE points
HIGH ACHIEVERS PROGRAM	✓	×	×	Combined learning program/s to add up to 600 hours minimum per year.	Year 11/12 school/college principal	Contributes to TCE and ATAR
UNIVERSITY CONNECTIONS PROGRAM	✓	×	×	Combined learning program/s to add up to 600 hours minimum per year.	Year 11/12 school/college principal	Contributes to TCE points – some units contribute to ATAR

LEARNING PROGRAM	ALP	EXEMPTION REQUIRED	APPROVAL FOR PART-TIME ATTENDANCE REQUIRED	PARTICIPATION	ALP REPORTING RESPONSIBILITY	CONSIDERATIONS
PART-TIME STUDY	×	×	✓	Enrolment less than 600 hours per year. Young person does not meet requirements for full-time participation. Approval for part-time attendance required.	Year 11/12 school/college principal	Special circumstances - e.g. disability, ill health, travel
FULL-TIME APPRENTICESHIP	✓	×	×	Full-time apprenticeship – minimum 35 hours per week.	Employer/RTO manages the ALP	Employer responsible for notifying Skills Tasmania if apprenticeship terminates prior to completion and/or the young person turning 18 years of age. An ALP must then be negotiated with the Year 11 or 12 school/college.
PART-TIME APPRENTICESHIP	×	×	✓	Young person does not meet requirements for full-time participation. Approval for part-time attendance required.	Skills Tasmania	Young person will need to undertake other forms of part-time study to be considered participating in an ALP.
FULL-TIME VET PROGRAM (TASTAFE OR OTHER RTO)	✓	×	×	Full-time as specified in the course program.	RTO is responsible for ALP	
PART-TIME VET PROGRAM (TASTAFE OR OTHER RTO)	×	×	✓	Young person does not meet requirements for full-time participation. Approval for part-time attendance required.	RTO is responsible for ALP	Young person will need to undertake other forms of part-time study to be considered participating in an ALP.

LEARNING PROGRAM	ALP	EXEMPTION REQUIRED	APPROVAL FOR PART-TIME ATTENDANCE REQUIRED	PARTICIPATION	ALP REPORTING RESPONSIBILITY	CONSIDERATIONS
EMPLOYMENT – FULL TIME	x	✓	x	Full-time work – minimum 35 hours per week. Exemption granted if a credible employment option is presented.	Young person (via parent/carer/guardian if under 18)	Youth (via parent/carer/guardian if under 18) is responsible for notifying the Year 11 school if full-time employment terminates prior to the youth turning 18 years of age. If terminated, an ALP must be negotiated with the Year 11 or 12 provider.
EMPLOYMENT – PART-TIME	x	✓	x	Young person does not meet requirements for full-time participation. Exemption required.	Year 11/12 school/college principal	Young person will need to undertake other forms of part-time study to be considered participating in an ALP.

