

The Commonwealth Prac Payment (Vocational Education and Training) Program

Grant Guidelines

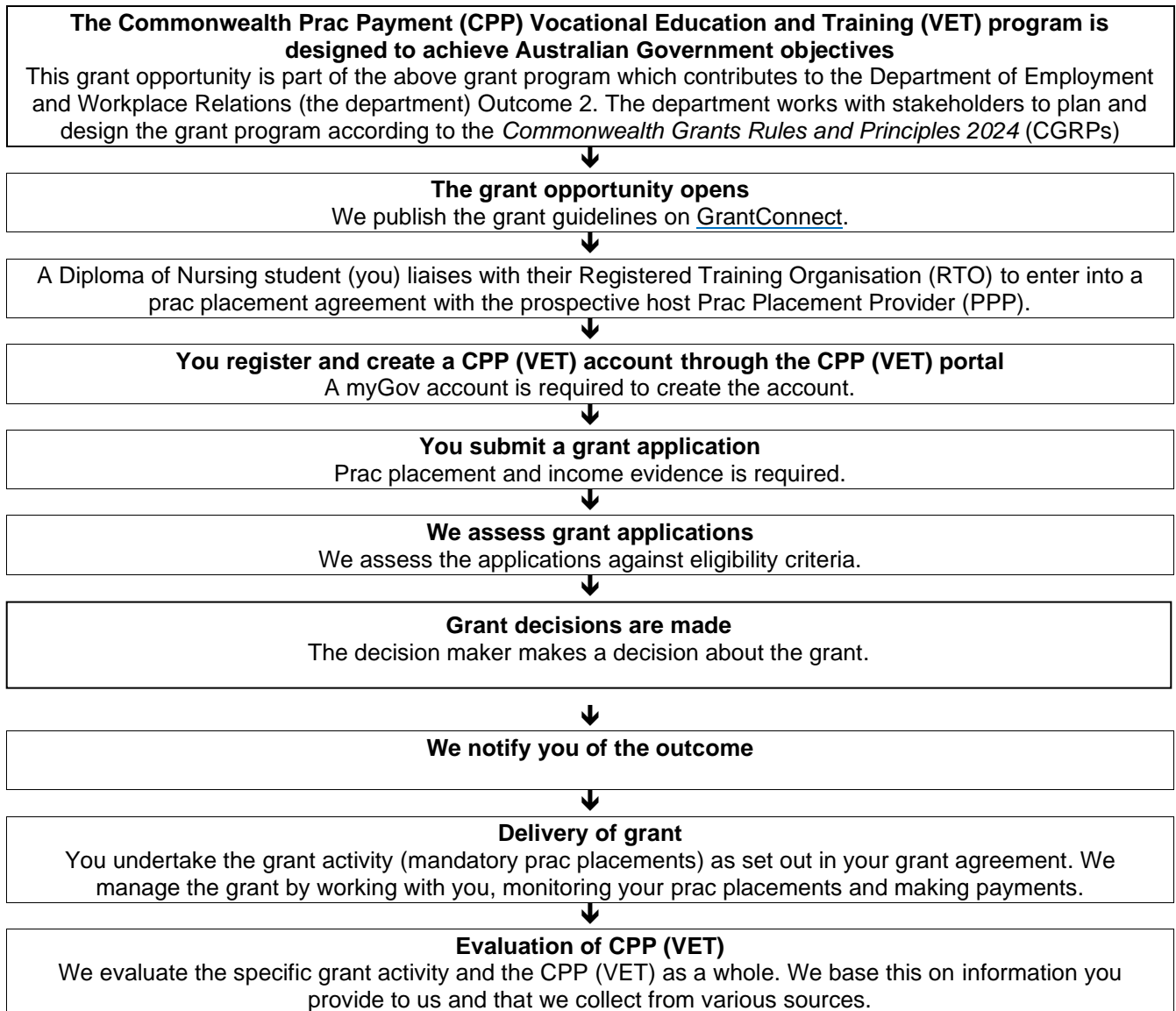
Opening date:	1 July 2025
Closing date and time:	Ongoing
Commonwealth policy entity:	Department of Employment and Workplace Relations
Co-sponsoring entity	Department of Education
Administering entity	Department of Employment and Workplace Relations
Enquiries:	If you have any questions, contact the department through the Your Career website: Commonwealth Prac Payment – Contact and feedback Your Career
Date guidelines released:	6 June 2025
Type of grant:	Demand-driven (Eligibility-based)

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1. Commonwealth Prac Payment – Vocational Education and Training processes



1.1 Introduction

The Commonwealth Prac Payment – Vocational Education and Training (CPP (VET)) grant will assist eligible students to manage the costs associated with undertaking a mandatory placement (also known as a prac placement) as part of a Diploma of Nursing.

CPP (VET) is administered by the Department of Employment and Workplace Relations (the department) and is part of a broader Commonwealth Prac Payment (CPP) measure announced in the 2024-25 Federal Budget for domestic students undertaking a mandatory prac placement in nursing, midwifery, teaching or social work.

The CPP is being delivered in response to the Australian Universities Accord Final Report¹ recommendation for the Australian Government to work with tertiary education providers, state and territory governments, industry, business and unions to introduce financial support for unpaid work placements (Recommendation 14). The CPP for eligible higher education qualifications is administered by the Department of Education through participating higher education providers.

These guidelines pertain to the CPP (VET) component of the CPP, and set out:

- the purpose of grants under the CPP (VET) program
- the eligibility criteria
- how grant applications are considered and selected
- how grants will be monitored and evaluated
- responsibilities and expectations in relation to the program.

The commencement date of CPP (VET) is 1 July 2025. CPP (VET) is an ongoing, demand-driven program and applications are assessed on the basis of eligibility.

We administer the program according to the *Commonwealth Grants Rules and Principles 2024* (CGRPs).

2. About the grant program

The objective of CPP (VET) is to provide cost of living support to eligible students undertaking a mandatory prac placement as part of their Diploma of Nursing.

The program is targeted to support learning outcomes where the financial impacts associated with mandatory prac placements may otherwise influence students to defer or withdraw from study.

Funding for the program is ongoing and is expected to assist up to 5,000 Diploma of Nursing students annually.

3. Grant amount and grant period

The Australian Government announced a total of \$38.1 million over 2025-26 to 2027-28 for grants under the CPP (VET) program. From 1 July 2025, eligible Diploma of Nursing students can access weekly payments for mandatory prac placements, up to a maximum of 400 mandatory practicum hours, as set by the Australian Nursing and Midwifery Accreditation Council (ANMAC).

3.1 How CPP (VET) payment amounts are calculated

The CPP (VET) is not a wage nor a wage subsidy, it is cost of living support and is paid weekly. The CPP (VET) rate is subject to indexation and may increase over the period of the grant

¹ <https://www.education.gov.au/australian-universities-accord/resources/final-report>

commensurate with annual indexation increases to Austudy. In 2025, eligible students will be able to access \$331.65 per week (benchmarked to the single Austudy rate on 1 January each year).

For each week you qualify for a CPP (VET) payment, you will be paid at the rate that applies to the dates the prac placement is undertaken. These guidelines will be updated periodically to reflect payment rate increases.

4. Eligibility criteria

Your application must satisfy all the eligibility criteria and include supporting documentation.

4.1 Who is eligible for a CPP (VET) grant?

To be eligible to apply for a CPP (VET) grant, you must at the time of application, and for subsequent prac placement claims:

- be a domestic student (an Australian citizen; or a foreign national with permanent residency; or a New Zealand Passport holder with at least six months' residence in Australia), and
- be studying a Diploma of Nursing through a Registered Training Organisation (RTO), and
- be undertaking a full-time mandatory prac placement of a minimum average of 30 hours or more per week, as part of your Diploma of Nursing.

You must also:

- be currently in receipt of one of the following eligible Commonwealth Income Support Payments (ISP)², allowances or supplementary payments:
 - Centrelink payments:
 - Age Pension
 - Austudy
 - Carer Payment
 - Disability Support Pension
 - JobSeeker Payment
 - Parenting Payment
 - Special Benefit
 - Farm Household Allowance
 - Youth Allowance
 - ABSTUDY
 - ABSTUDY Living Allowance
 - Department of Veterans' Affairs (DVA) income support payments³:
 - Age Pension
 - Income Support Supplement
 - Service Pension
 - Veteran Payment
 - DVA Education Allowance⁴

If you are on an ISP, allowance or other supplementary payment listed above, you will not be required to provide further evidence of other income.

OR

² within the meaning of the *Social Security Act 1991*

³ within the meaning of the *Veterans' Entitlements Act 1986* (VEA)

⁴ within the meaning of the VEA and the *Military Rehabilitation and Compensation Act 2004* (MRCA)

- be working more than 60 hours on average in a continuous 4-week period (average of more than 15 hours per week) during study periods (i.e. not during holidays) prior to application (need to work test)

AND

not earn more than, on average, \$1,500 per week gross (pre-tax)⁵ within the same 4-week period as the need to work test (income test) including any form of equivalent state or territory government cost of living assistance associated with your prac placement. (See Section 6.2).

You must continue to meet these eligibility criteria to claim all payments under your grant agreement.

Repeated or failed prac placements are not eligible for funding under this program.

4.2 Declaring a change of circumstance

A change of circumstance may impact your eligibility for payments under your CPP (VET) grant agreement.

You should notify the department via the CPP (VET) portal as soon as possible regarding any change of circumstance that you think may impact your eligibility for payments.

You should notify the department of a change in circumstance even if it occurs part way through your placement, to prevent risk of overpayment.

You must continue to meet the eligibility criteria to claim all payments under your grant agreement (see section 4.1).

5. What the grant money can be used for

CPP (VET) is designed to provide cost of living support for domestic students undertaking a mandatory prac placement as part of their Diploma of Nursing qualification. The department does not specify what CPP (VET) can be used for.

6. How to apply

Before applying, you must read and understand these guidelines and the sample grant agreement (see Attachment A).

The CPP (VET) Guidelines and Attachment A are published on GrantConnect. GrantConnect is the authoritative source for grants information. Any alterations and addenda⁶ will be published on GrantConnect and by registering on this website you will be automatically notified of any changes to these guidelines.

You are responsible for ensuring your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* and the department will investigate any false or misleading information and may exclude an application from further consideration.

⁵ The cap on earnings for the income test (currently \$1,500 per week gross) will be indexed annually. When this happens, updated guidelines will be published on GrantConnect.

⁶ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications.

If you identify an error in your application after submitting it, you should withdraw your application in the CPP (VET) portal and resubmit a corrected application or contact the department immediately through the *Claims and Payment issue* online form on the Your Career website: [Commonwealth Prac Payment – Contact and feedback | Your Career](#) referencing your application ID.

You are responsible for keeping a copy of your application and any supporting documents uploaded to support your application.

If further guidance on the application process is required, or you are unable to submit an application, you can contact the department through the *Claims and Payment issue*, online form on the Your Career website: [Commonwealth Prac Payment – Contact and feedback | Your Career](#).

To apply you must:

- register a MyGov account prior to commencing an application
- register to complete the online application form through the CPP (VET) portal
- meet all eligibility criteria
- provide all information requested
- include documentation to support your eligibility
- submit the completed online application form.

RTOs and Prac Placement Providers (PPP) cannot apply on your behalf.

6.1 Online Application Form

You must register and apply through the CPP (VET) portal at www.yourcareer.gov.au.

You will require the following to complete the online application form:

- a myID (formerly myGovID)
- a myGov account
- full name
- date of birth
- residential address
- mobile phone number
- email address
- Unique Student Identifier (USI)
- name of RTO
- evidence of citizenship or permanent residency status
- evidence of enrolment in a Diploma of Nursing qualification
- evidence of your mandatory prac placement
- income information (need to work and income test) with supporting evidence OR ISP details with supporting evidence. *NOTE – If your income information (or any other supporting evidence) has a Tax File Number (TFN) in it, you must redact/remove the TFN before providing that supporting evidence to us.*

As part of your application, you will be required to complete a declaration stating that the information provided by you is true and correct at the date the declaration is made.

We may request additional information or evidence throughout the application process if it is required to assess your application. You will be required to resubmit any documentary evidence that includes a TFN, as the department is not authorised to collect, store or record this information under the [Taxation Administration Act 1953](#) and [Privacy \(Tax File Number\) Rule 2015](#).

6.2 Support payments from state and territory governments (non-ISP applicants)

If you are in receipt of any other form of equivalent state or territory government cost of living assistance directly associated with your prac placement (other than ISP) you must declare it at the time of your application and when claiming payments under your grant agreement as it may be considered income for the purpose of assessing the earnings threshold (income test).

6.3 Acceptable evidence

You must provide documentary evidence against the relevant eligibility criteria to support your application for a CPP (VET) grant and when making all claims for payment under your grant agreement. Acceptable evidence is outlined in the table below.

Eligibility Criteria	When required	Acceptable Evidence
Citizen or permanent residence status	Grant application	<ul style="list-style-type: none"> One of the following: <ul style="list-style-type: none"> Australian Birth Certificate Australian Passport Australian Citizen Certificate New Zealand Birth Certificate or New Zealand Citizen certificate Australian permanent visa issued by the Department of Home Affairs
Studying a Diploma of Nursing	Grant application	<ul style="list-style-type: none"> Confirmation of Enrolment with an RTO. Note - documentation must be on the RTO letterhead, including RTO name and details. It must include the student's name and the course name – Diploma of Nursing including course ID. This could include for example, a recent student timetable confirmation or qualification transcripts.
Prac placement hours of 30+ hours per week on average	Grant application and for each claim for payment	<ul style="list-style-type: none"> Confirmation of placement agreement between the RTO, the student and the placement organisation. Note - documentation must contain the RTO's name, placement organisation name and details, student's name, dates, hours and weeks of placement and the course name – Diploma of Nursing including course ID.
For students in receipt of ISP	Grant application or where a change of circumstance is declared	<ul style="list-style-type: none"> Provision of CRN Copy of an Income Support Payment statement. Note - Income Support Payment statements can be obtained by the applicant using the Centrelink Online Services 'request document' functionality. 'Centrelink Payment Details' or 'Income Statement' demonstrating current receipt of a payment listed at Section 4.1 is acceptable evidence.
For students in receipt of a DVA Income Support payment	Grant application or where a change of circumstance is declared	<ul style="list-style-type: none"> Copy of a DVA Payment Summary or General Statement of Pension Note – applicants can ask DVA to re-issue a Payment Summary or provide a General Statement of Pension letter outlining their DVA

Eligibility Criteria	When required	Acceptable Evidence
		income support payments by contacting DVA on 1800 VETERAN (1800 838 372) or General Enquiries at General.Enquiries@dva.gov.au . A DVA issued Payment Summary or General Statement of Pension demonstrating current receipt of a payment listed at Section 4.1, is acceptable evidence for this eligibility requirement.
Demonstrated need to work test	Grant application or where a change of circumstance is declared	<ul style="list-style-type: none"> Payroll prints, time and/or wages sheets, or payslips or for self-employed students client invoicing and billing information and/or sole trader timesheets. Note - documentation must include the student's name and evidence of working more than an average of 15 hours per week totalling more than 60 hours over a continuous four-week period during the most recent study period (i.e. not during holidays) (see section 6.4 for information on evidentiary period for applications in arrears). IMPORTANT – documents that are part of your application or claim that include a TFN must have the TFN redacted/removed before you upload it into the IT system.
Demonstrated income test for students who meet the need to work test	Grant application or where a change of circumstance is declared	<ul style="list-style-type: none"> Payroll prints, time and/or wages sheets, or payslips. Note - documentation must include the student's name and evidence of gross (pre-tax) pay equal to no more than \$6,000 (or \$1,500 per week on average). IMPORTANT – documents that are part of your application or claim that include a TFN must have the TFN redacted/removed before you upload it into the IT system. If applicable, additional evidence provided of equivalent financial support to assist with meeting the cost of a mandatory prac placement. Note - this may include for example a state or territory government student placement allowance designed to assist with meeting the cost of the same mandatory prac placement.

You must upload relevant supporting documents that meet the above criteria and are legible.

6.4 Evidentiary periods

CPP (VET) grant payments are timed to provide cost of living relief to eligible students at the time of their placement and can be claimed in advance of each placement under the terms of your grant agreement.

Evidence to support your grant application and your first claim for payment needs to cover the evidentiary period four consecutive weeks in the most recent study period prior to your application.

For subsequent payments claimed in advance of your prac placement, the evidentiary period will be four consecutive weeks in the most recent study period prior to the start date of the placement for which you are claiming.

For subsequent payments claimed in arrears (after you have completed a prac placement), the evidentiary period will be four consecutive weeks in the study period prior to the start date of the placement for which you are claiming.

6.5 Timing of grant opportunity

CPP (VET) will be available from 1 July 2025.

Where a prac placement has commenced before 1 July 2025 you may be eligible to claim for the portion of the prac placement that occurs from 1 July 2025, provided that portion of your prac placement has a minimum average of 30 hours or more per week.

Example of prac placements that commence prior to 1 July 2025:

If you are engaged in a five-week prac placement that commences on 17 June 2025, you cannot claim for the two weeks of your placement that occurred before 1 July 2025. You can, however, apply for the three weeks of placement that occurred after 1 July 2025.

In this example, the three weeks of your placement in scope for payment must average 30 hours or more per week to be eligible.

6.6 Questions during the application process

The CPP (VET) Guidelines are published on GrantConnect. Questions about the program and/or the CPP (VET) portal can be directed to the department through the *Make an enquiry* online form on the Your Career website: [Commonwealth Prac Payment – Contact and feedback | Your Career](#).

7. The grant selection process

Your application will be assessed based on the eligibility criteria outlined in these Guidelines and through a demand driven grant process. All eligible applications will be funded.

We will check your application and supporting evidence to ensure it meets eligibility criteria outlined in Section 4 – Eligibility Criteria and the information and evidence provided outlined in Section 6.

Your application will be assessed for eligibility by the CPP program team in the department.

If the department identifies errors or omissions in your application, or supporting documentation uploaded by you is not legible, you may be contacted to correct or provide further information.

7.1 Who will approve CPP (VET) grants?

The Assistant Secretary responsible for the CPP (VET) program within the department is the delegate who will decide which applications for CPP (VET) to approve based on the eligibility criteria. The delegate makes decisions on:

- the approval of the grant
- the terms and conditions of the CPP (VET) grant agreement, and
- the maximum CPP (VET) amount of payments that can be claimed under the terms of your grant.

The delegate has some scope to waive the eligibility rules in line with exceptional circumstances provisions only, to determine if a claimant would have been eligible if it were not for the exceptional circumstances outlined in Section 10.2 – Exceptional circumstances.

8. Notification of application outcomes

We will advise you of the outcome of your application for CPP (VET) in writing via email.

9. Successful grant applications

If your application is successful, you will receive a notification confirming your offer and requesting you log into the IT portal to review and accept the terms and conditions of your grant agreement.

9.1 The CPP (VET) grant agreement

Once you accept the grant agreement, a legally binding contract will be created between you and the Commonwealth. The grant agreement has standard terms and conditions that cannot be changed.

You should not make financial commitments on the basis of anticipated payments until a grant agreement has been entered into.

9.2 How we pay the CPP (VET) grant

Once you have accepted your grant agreement your first payment will be made in accordance with the grant agreement and the guidelines.

All successful claims for payment will be paid weekly in advance (where possible and applicable to the timing of your claim) into your nominated bank account.

If you are not able to lodge a subsequent claim before commencing a prac placement, a claim can be lodged in arrears of the start date of a prac placement. In the case of claims for payments lodged in arrears, the total amount for the prac placement will be paid in bulk for the weeks that have been completed.

You must lodge your claim for payment no later than 6 months after the start date of a completed prac placement.

If your circumstances change over the course of your placement and you need to withdraw from or defer your placement, you can cancel active claims for payment in the CPP (VET) portal to avoid overpayment and associated debt recovery.

9.3 Claims for payment

You will make your first claim for payment when you apply for a CPP (VET) grant.

Documentary evidence to support your grant application and first claim for payment will be required. (See Section 6 for detailed information on the application process).

If your grant application is approved, you will enter into a grant agreement with us that will apply to both your first payment and any subsequent claims for payment.

You will make all subsequent claims for payment through the CPP (VET) portal using the same login details. Each time you claim a payment under your CPP (VET) grant agreement, you will be required to provide documentary evidence of your placement dates.

If you have been overpaid CPP (VET), we may pursue the recovery of claimed payments made to you.

9.4 Taxation and Declaration of income

Payments under CPP (VET) grants are considered ordinary income for taxation and social security purposes and may impact the rate at which a person receives a social security payment. Recipients are required to declare the amounts of CPP they receive to:

- The Australian Taxation Office as part of annual tax returns (students should seek their own taxation advice)
- Services Australia, to assess their ongoing rates of social security payment or other allowance, if applicable
- Department of Veterans Affairs, if required.

You are responsible for managing potential impacts of CPP (VET) payments on your support payments or financial assistance from other sources.

9.5 Changing RTOs

If you change RTO's during the grant period, you will be required to log into the CPP (VET) portal to update your RTO. In the event you change your RTO, you may be required to provide additional documentary evidence.

10. Review of decisions and exceptional circumstances

10.1 Review of decisions

The department is committed to procedural fairness in the administration of the program. It is intended that all decisions are consistent, equitable and transparent within the limits and constraints of the approved policies for the program.

You may request a review of a decision made by the department in relation to your grant application or claims for payment. If you request a review of a decision, you must do so in writing to the department through the *Make an enquiry* online form on the Your Career website: [Commonwealth Prac Payment – Contact and feedback | Your Career](#).

Requests to review a decision must outline why you consider the decision to be incorrect or detailing any exceptional circumstances to support a review of your eligibility and/or to warrant a waiver of eligibility criteria. Requests for review must provide additional evidence to support a review of the case and be submitted within three months of receiving the decision regarding the rejected claim.

Reviews for decisions relating to the qualification being undertaken (e.g. the Diploma of Nursing), or a domestic student's status cannot be considered because they are outside the policy objective of the program.

Reviews of decisions will be referred to a Senior Executive decision maker who was not party to the original decision.

The Commonwealth Ombudsman can investigate complaints about the actions and decisions of Australian Government agencies.

Where a complaint is investigated by the Commonwealth Ombudsman, they can make a recommendation to the Department that it reconsider its action or decision. The Commonwealth

Ombudsman cannot compel the Department to comply with those recommendations, but the Department will take recommendations into consideration when making a further determination of a claim.

10.2 Exceptional circumstances

Exceptional circumstances are circumstances that are unusual, uncommon, or unexpected. For example, an exceptional circumstance may apply if a grant application or claim has been disrupted by unusual, uncommon, or unexpected events that have impacted your ability to provide the required supporting evidence or impacted your ability to take necessary actions within the required time limits.

When assessing applications, including any exceptional circumstances pertaining to an application, the department must take into consideration the policies and intent of the program. The department has an overarching obligation to ensure the policy intent of the program is achieved.

Waivers of eligibility criteria are only granted where exceptional circumstances can be demonstrated by verifiable evidence. Where a waiver is granted, the application and/or claim will be considered successful and follow the process outlined in section 9 – Successful grant applications.

11. Announcement of grants

CPP (VET) grants will be reported quarterly at an aggregated level on the GrantConnect website, as agreed by the Minister of Finance. Individual grants and the names and personal information of individuals will not be published on GrantConnect.

12. How we monitor your grant activity

We will monitor your grant and claims for payment during the grant period for program assurance purposes.

We will review and track all claims for payments and supporting evidence made under the program, including under your grant agreement.

We may be required to contact you, your RTO and/or PPP to seek confirmation of mandatory prac placement details for the purpose of confirming eligibility. For example:

- regarding “study”, confirming you are studying a Diploma of Nursing
- regarding “prac placement”, are you completing a prac placement with 30+ hours per week on average.

12.1 Evaluation

The department will evaluate the CPP (VET) program to measure the extent to which outcomes have met the policy objectives of the program. Evaluation activity will be conducted in consultation with the Department of Education.

The department may use information from applications or seek to survey applicants and participants or ask for more information to help evaluate how effective the program was in achieving its outcomes. We may contact you up to one year after you finish your qualification and/or your grant agreement has ended for more information to assist with the evaluation.

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, is conducted according to the published grant guidelines, incorporates appropriate safeguards against fraud and corruption, unlawful activities and other inappropriate conduct and is consistent with the CGRPs.

These guidelines may be changed from time-to-time. When this happens, the revised guidelines will be published on GrantConnect. You are encouraged to register on GrantConnect to receive notifications.

13.1 Enquiries and feedback

Our complaints handling procedures will apply to complaints relating to CPP (VET) grants. All complaints about a grant process must be provided in writing.

Any questions or complaints about grant decisions can be sent to the department through the *Provide general feedback* online form on the Your Career website: [Commonwealth Prac Payment – Contact and feedback | Your Career](#).

If you do not agree with the way we have handled your complaint, complaints may be made to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with us.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest or perceived conflicts of interest can affect the performance of the grant or program. There may be a conflict of interest, or perceived conflict of interest, if departmental staff, and/or the applicant has a professional, commercial or personal relationship with a party who is able to influence the application approval process.

Conflicts of interest for Australian Government staff will be handled in accordance with the [Australian Public Service Code of Conduct \(Section 13 \(7\)\)](#) of the *Public Service Act 1999*.

Assessors and other officials including the delegate and other decision makers must also declare any conflicts of interest.

13.3 Privacy

We take privacy seriously and treat personal information according to the *Privacy Act 1988* and the Australian Privacy Principles. This includes letting an applicant know:

- what personal information is collected
- why the personal information is collected
- who the personal information may be given to.

The department may collect, disclose, make a record, or otherwise use the applicant's personal information for the purposes of administering the program. The Privacy Act 1988 and the Australian Privacy Principles govern how personal information is collected, used, disclosed, and stored.

Personal information may be used for research, statistical analysis, and policy development in relation to the program where use of this information is reasonably necessary.

Personal information will not be used or disclosed without consent other than as described in these Guidelines, or unless required or authorised by Australian law.

Grant outcomes will be published on GrantConnect as required for approved reporting purposes.

The Information Commissioner has powers to investigate possible interferences with privacy, either following a complaint by the individual or on the Commissioner's own initiative.

13.4 Freedom of information

All documents in the possession of the Australian Government, including those about this grant, are subject to the *Freedom of Information Act 1982 (FOI Act)*.

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the department's Freedom of Information Team in writing.

By mail: Commercial and Information Law Branch
 Department of Employment and Workplace Relations
 Location Code: C50MA1

By email: GPO Box 9828
 Canberra ACT 2601
 FOI@dewr.gov.au

14. Glossary

Term	Definition
accountable authority	See subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
Australian Nursing and Midwifery Accreditation Council	(ANMAC) responsible for setting all accreditation standards for nursing, midwifery and other healthcare education programs (i.e. 400 hours of prac placement for the Diploma of Nursing)
commencement date	The expected start date for the grant activity
Commonwealth Grant Rules and principles 2024 (CGRPs)	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
CPP	Commonwealth Prac Payment
CPP (VET)	Commonwealth Prac Payment Vocational Education and Training
delegate	The person who makes a decision to approve or reject a grant or a payment under a grant
the department	The Australian Government Department of Employment and Workplace Relations
Domestic Student	Students are considered a domestic student for the purpose of the Commonwealth Prac Payment if they are: <ul style="list-style-type: none"> • an Australian citizen • a New Zealand citizen (or dual citizenship holders of either Australia or New Zealand) • an Australian permanent resident visa holder.
eligibility criteria	Refers to the mandatory criteria which must be met to qualify for payments under the CPP (VET)
evidentiary period	Grant application and first claim - four consecutive weeks within the most recent study period preceding the date of the grant application and first claim for payment. Subsequent claims - four consecutive weeks within the most recent study period preceding the start date of the prac placement for which you are claiming.
grant	For the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money or other Consolidated Revenue Fund (CRF) money is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant agreement	Sets out the relationship between the parties to the agreement and specifies the details of the grant.

Term	Definition
GrantConnect	Is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grantee	The individual selected to receive a grant
Income Support Payment (ISP)	Eligible ISPs are listed in section 4.1.
Registered Training Organisation (RTO)	As defined in the <i>National Vocational Education and Training Regulator Act 2011</i> (Cth).
prac placement	A workplace placement undertaken by a student as a mandatory requirement of their qualification.
Prac Placement Provider (PPP)	An organisation that provides students with the opportunity to apply the theory and skills they learned while studying in a professional workplace.
program	The Commonwealth Prac Payment (CPP) program.
study period	The period of study during the study term – not holiday periods

Attachment A – Grant Agreement



Australian Government
**Department of Employment
and Workplace Relations**

Commonwealth Prac Payment (VET) Grant Agreement

Parties to this Agreement

The Grantee

Full legal name of Grantee	[insert details from IT portal]
Physical Address	[insert details from IT portal]
Phone	[insert details from IT portal]
Email	[insert details from IT portal]

The Commonwealth

The Commonwealth of Australia represented by the Department of Employment and Workplace Relations, GPO Box 9828 Canberra ACT 2601, ABN 96 584 957 427.

E-mail	CPP.VET@dewr.gov.au
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Background

The Commonwealth has agreed to enter this Agreement under which the Commonwealth will provide the Grantee with the Grant for the purpose of assisting the Grantee to manage the costs associated with undertaking the Activity.

The Grant is being provided as part of the Commonwealth Prac Payment – Vocational Education and Training (CPP(VET)) program.

In return for the Grant, the Grantee agrees to comply with this Agreement and the Guidelines.

Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Grant Details;
- (c) the Commonwealth Prac Payment (VET) Grant Conditions (Schedule 1);
- (d) the Guidelines; and
- (e) any other document referenced or incorporated into this Agreement.

If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire agreement in relation to the Grant and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

SAMPLE

Grant Details - Commonwealth Prac Payment (VET)

A. Term of the Grant Agreement

This Agreement commences upon the Grantee's acceptance of the Agreement on the CPP (VET) Portal and ends on *[insert scheduled completion date]*.

B. Grant amount

The total amount of the Grant is up to a maximum of *[insert total 'up to' amount]* (GST excl).

GST is not payable on the Grant.

Payments will be made into the Grantee's nominated bank account.

The Grant will be paid in instalments by the Commonwealth in accordance with this Agreement and the Guidelines.

DECLARATION AND EXECUTION OF GRANT AGREEMENT

The Grantee declares and agrees that:

- (a) the Grantee has read and understood this Agreement; and
- (b) the Grantee agrees to all the terms and conditions specified in this Agreement and Guidelines.

The Commonwealth and the Grantee agree that once the Grantee accepts this Agreement on the CPP (VET) Portal, a legally binding contract (this Grant Agreement) is created between the Grantee and Commonwealth.

Undertaking the Activity and eligibility

- 1.1 The Grantee agrees to:
- (a) undertake the Activity;
 - (b) comply with this Agreement; and
 - (c) comply with the Guidelines.
- 1.2 To be eligible for the Grant, unless otherwise agreed by the Commonwealth in writing, the Grantee must meet the eligibility requirements relating to the Grant set out in the Guidelines at all times during the term of this Agreement.

2. Change of circumstance

- 2.1 The Grantee agrees to promptly notify the Commonwealth of:
- (a) anything reasonably likely to affect the Grantee's eligibility for the Grant;
 - (b) the deferral or non-completion of, or withdrawal from any prac placement that is part of the Activity;
 - (c) the Grantee's withdrawal from the Grantee's Diploma of Nursing;
 - (d) any other form of equivalent state or territory government cost of living assistance support payment associated with any of the Grantee's prac placements, if required to do so under the Guidelines; or
 - (e) any change to the Grantee's RTO, via the CPP (VET) portal or otherwise by emailing the Commonwealth at CPP.VET@dewr.gov.au, as required under the Guidelines.

3. Payment of the Grant

- 3.1 Subject to clause 3.2, the Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement and the Guidelines.
- 3.2 The Commonwealth's obligation to pay the Grant to the Grantee is subject to the Grantee:
- (a) not having previously received an

equivalent payment for the same prac placement claim period;

- (b) meeting all eligibility requirements for the Grant (unless otherwise agreed by the Commonwealth in writing);
- (c) submitting the relevant claim for payment through the CPP (VET) portal, including documentary evidence of prac placement dates;
- (d) meeting the requirements of this Agreement;
- (e) not being suspended or disqualified from receiving the Grant; and
- (f) providing to the Commonwealth any additional evidence that the Commonwealth deems necessary relating to the Grant or a specific claim for payment.

3.3 The parties agree that the amount of the Grant is exclusive of GST. GST is not payable on the Grant.

3.4 The Commonwealth may by notice withhold payment of any amount of the Grant where it reasonably believes the Grantee has not complied with this Agreement.

4. Compliance and remedies

- 4.1 If the Commonwealth determines that:
- (a) the Grantee has not complied with the terms and conditions of this Agreement;
 - (b) any eligibility requirements for the Grant have not been met; or
 - (c) the Grantee has provided false or misleading information or engaged in any suspected Fraudulent practice or manipulation of information or records in relation to the Grant,

then the Commonwealth may:

- (d) recover any amount of the Grant made to the Grantee, including by offsetting against any future Grant payments the Grantee may be eligible for;
 - (e) suspend or disqualify the Grantee from receiving future Grant payments under this Agreement; and
 - (f) in the case of suspected Fraudulent practice, refer the matter for criminal prosecution.
- 4.2 If the Commonwealth determines that it has overpaid an amount of the Grant to the Grantee, it may recover the overpayment from the Grantee or offset the overpayment against any future Grant payments the Grantee may be eligible for under this Agreement.
- 4.3 The Grantee agrees to pay to the Commonwealth any amount the Commonwealth is entitled to recover from the Grantee under this Agreement, without prejudice to any other rights available to the Commonwealth, as a debt due to the Commonwealth, without further proof of the debt by the Commonwealth being necessary.

5. Dispute resolution

- 5.1 The Parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.
- 5.2 The Parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.
- 5.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

6. DATA scheme

- 6.1 The Grantee acknowledges that the Commonwealth may receive requests under the *Data Availability and Transparency Act 2022* (Cth) (DAT Act) for information they have provided in applying for the Grant.

7. Termination for default

- 7.1 The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:
- (a) has breached this Agreement; or
 - (b) has provided false or misleading statements in their application for the Grant or any claim for payment; or
 - (c) has become bankrupt.

8. Cancellation for convenience

- 8.1 The Commonwealth may cancel this Agreement by notice, due to a change in government policy.
- 8.2 The Grantee agrees on receipt of a notice of cancellation under clause 8.1 to take all available steps to minimise loss resulting from that cancellation.
- 8.3 In the event of cancellation under clause 8.1, the Commonwealth will be liable only to:
- (a) pay any part of the Grant due and owing to the Grantee under this Agreement at the date of the notice; and

- (b) reimburse any reasonable expenses the Grantee unavoidably incurs that relate directly to the cancellation and are not covered by 8.1(a).

8.4 The Commonwealth's liability to pay any amount under this clause is subject to:

- (a) the Grantee's compliance with this Agreement; and
- (b) the total amount of the Grant.

8.5 The Grantee will not be entitled to compensation for loss of prospective benefits that would have been conferred on the Grantee.

9. Fraud

9.1 The Commonwealth may, at its discretion, investigate any Fraud in relation to the Activity or the Grant.

9.2 The Grantee agrees to co-operate and provide all reasonable assistance with any such investigation.

10. General provisions

10.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

10.2 This Agreement may be varied in writing only and agreed by both Parties.

10.3 A failure by the Commonwealth to exercise any right or remedy it holds under this Agreement or at law does not operate as a waiver of that right.

10.4 Clauses 4 [Compliance and remedies], 10 [General provisions] and 11 [Definitions] survive the expiry, termination or cancellation of this Agreement.

10.5 The laws of the Australian Capital Territory apply to this Agreement.

11. Definitions

In this Agreement, unless the contrary appears:

- **Activity** means a mandatory placement/s

(also known as a practicum or prac placement) undertaken as part of a Diploma

Commonwealth means the Commonwealth of Australia as represented by the Commonwealth entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.

- **Fraudulent** means dishonestly obtaining (including attempting to obtain) a gain or benefit, or causing a loss or risk of loss, by deception or other means. Fraud has a similar meaning. Fraud against the Commonwealth may include:

- providing false or misleading information;
- deliberately withholding or omitting information required by the department;
- making, or using, false, forged, or falsified documents; or
- making claims for Grant payments for which the Grantee is not eligible.

- **Grant** means the money, or any part of it, payable by the Commonwealth to the Grantee as specified in the Grant Details.
- **Guidelines** means the *Commonwealth Prac Payment (Vocational Education and Training) Program Guidelines* available at GrantConnect www.grants.gov.au as updated from time to time.
- **Grant Details** means the document titled Grant Details that forms part of this Agreement.
- **Party** means the Grantee or the Commonwealth.
- **prac placement** has the same meaning as in the Guidelines.
- **RTO** has the same meaning as in the Guidelines.