# Tutorial assistance information for students with additional needs

### *For school-based apprentices and trainees*

Queensland state schools are required to ensure students with additional needs have access to and equal participation in education and training.

The Department of Education (DoE) provides tutorial assistance to state school-based apprentices and trainees who have additional support needs to maximise the student’s chance of successfully completing their training.

The [Disability Standards for Education 2005 (Cwlth)](https://www.legislation.gov.au/Details/F2005L00767) clarify the obligations of education and training providers to ensure that students with additional education needs can access and participate in education and training on the same basis as other students.

Tutorial assistance provided to school-based apprentices and trainees consisting of support in the areas of language, literacy and numeracy, is to support but not replace the Supervising Registered Training Organisation’s (SRTO) responsibilities to make reasonable adjustments designed to assist a person with additional needs to have an equal opportunity to access and participate in education and training.

Tutorial assistance is delivered by an accredited provider with appropriate teaching qualifications in the areas of language, literacy or numeracy.

The following limits apply to tutorial assistance:

* maximum of five hours per competency to a total of 20 hours per school-based apprentice or trainee
* maximum amount of tutorial assistance which can be claimed is $1,000 per school-based apprentice or trainee.

***Process for applying for tutorial assistance and payment***

The Principal or nominated officer:

* determines the type of tutorial assistance and the number of hours required for the school-based apprentice or trainee in consultation with relevant school personnel
* obtains a quote from an accredited provider
* applies for tutorial assistance at least 28 days prior to the provision of tutorial assistance, by completing [Form DOETA1 — Application for tutorial assistance funding for students with additional needs](https://ppr.mpe.qed.qld.gov.au/attachment/form-doeta1-application-for-tutorial-assistance-funding-for-students-with-additional-educational-needs.docx)
* scans and emails the completed form, together with the attached quote and copy of the SAT Training Plan to [VETinSchools@qed.qld.gov.au](mailto:VETinSchools@qed.qld.gov.au)
* arranges tutorial assistance in consultation with relevant school personnel, on confirmation of approval of application
* requests payment for tutorial assistance by:
  + obtaining a tax invoice from the accredited provider
  + raising a OneSchool invoice (GST-free) for reimbursement
  + completing [Form DOETA2 — Application for payment for tutorial assistance for students with additional needs](https://ppr.mpe.qed.qld.gov.au/attachment/form-doeta2-application-for-payment-for-tutorial-assistance-for-students-with-additional-educational-needs.docx), ensuring that the tutorial assistance outlined matches the information provided on Form DOETA1
* scans and emails the completed form, together with tax invoice and OneSchool invoice to [VETinSchools@qed.qld.gov.au](mailto:VETinSchools@qed.qld.gov.au)
* ensures copies of both forms and supporting documentation are retained at school.

The DoE Curriculum officer, Senior Schooling:

* monitors applications received for tutorial assistance funding to ensure maximum limits per school-based apprentice or trainee are not exceeded
* checks the details on [Form DOETA1 — Application for tutorial assistance funding for students with additional needs](https://ppr.mpe.qed.qld.gov.au/attachment/form-doeta1-application-for-tutorial-assistance-funding-for-students-with-additional-educational-needs.docx), and supporting documentation (quote) for accuracy and completion
* notifies SATs coordinator of approval for tutorial assistance
* checks the details on [Form DOETA2 — Application for payment for tutorial assistance for students with additional needs](https://ppr.mpe.qed.qld.gov.au/attachment/form-doeta2-application-for-payment-for-tutorial-assistance-for-students-with-additional-educational-needs.docx) and supporting documentation (tax invoice and OneSchool invoice) for accuracy and completion
* obtains financial approval from Director – Senior Schooling
* facilitates payment to the school.