

Contract Notification

CN No.	2015-04	Date:	20 February 2015
To:	Chief Executive Officer or equivalent		
Purpose:	Business-critical information		
Scope:	All VET Funding Contracts		
Subject:	Requirements for reporting pre-and post-testing of Foundation Skills		

For all RTO staff

Purpose

- This Contract Notification advises RTOs of the mechanism to report assessments of Foundation Skills for Eligible Individuals.

Background

- Part B, Clause 11.9 of the VET Funding Contract requires RTOs on the Foundation Skills Approved Provider List to measure an Eligible Individual's skill level at commencement and completion of/withdrawal from a qualification in Domain A and B of the Foundation Skills List.

Main Points

- This Contract Notification sets out the means by which the required information must be reported, and the relevant timeframes.
- Foundation skills assessments must be undertaken using the Australian Core Skills Framework (ACSF) or equivalent framework that aligns with the ACSF as determined by the Department, namely:
 - International Second Language Proficiency Ratings (ISPLR)
 - International English Language Testing System (IELTS)
 - Certificates in Spoken and Written English (CSWE)
 - Certificates in General Education For Adults (CGEA)
- Where testing has been undertaken in an ACSF-equivalent framework, the scores assessed under that framework should be reported as is i.e. there is no need to map them to the ASCF prior to reporting.
- RTOs are reminded of their contractual obligation to keep appropriate documentation. Specifically, RTOs should refer to Clause 10.5(d) of Schedule 1 of the 2014-16 VET Funding Contract for the record keeping requirements in relation to Foundation Skills assessments.
- RTOs to which this requirement extends must report assessment scores via the Skills Victoria Training System (SVTS). A *Foundation Skills Reporting User Guide* is available in the 'Documents' section of SVTS.

Critical Dates

- This Contract Notification is effective immediately.
- Assessments should be reported for in-scope commencements occurring on or after 1 January 2015.
- RTOs must report the finalised data reflecting both commencement and completion scores within 90 days of the student completing/withdrawing from the Foundation Skills qualification.

Relevant Resources

- Key information supporting this reporting is available in the 'Documents' section of SVTS, including:
 - *Foundation Skills Reporting User Guide* – outlining how to report via the online facility; and
 - An updated *Fact Sheet: Foundation skills - reporting student outcomes*.
- Enquiries regarding reporting of data should be lodged under the Category 'Foundation Skills Reporting' via SVTS.

Lee Watts

Executive Director
Training Market Operations