

Contract Notification

CN No.	2016-08	Date:	18 March 2016
To:	Chief Executive Officer or equivalent		
Purpose:	Information		
Scope:	All VET Funding Contracts		
Subject:	Establishment of a Register of Trainers and Assessors		

For all RTO staff

Purpose

- This Contract Notification is to advise RTOs of:
 - the form of the Register of Trainers and Assessors that RTOs are required to establish and maintain
 - a requirement to make this information available to the Department of Education and Training (the Department) by 29 April 2016.

Background

- Delivery of high quality training and assessment is one of four key areas the Government committed to addressing following the Review of Quality Assurance in Victoria's VET System (the Quality Review).
- The Department is introducing a range of reforms to lift the integrity and quality of training and assessment as part of the Government's response to the Quality Review.
- One such reform is the introduction of a new requirement in the VET Funding Contracts for RTOs to establish and maintain a Register of Trainers and Assessors, in a format notified by the Department.
- The VET Funding Contracts also state that RTOs must make the Register of Trainers and Assessors available to the Department at any time.
- The relevant Clauses in the VET Funding Contracts are as follows:

Contract	Clauses
2016 VET Funding Contract (Standard) 2016 VET Funding Contract (Restricted)	12.10 -12.12
2016 VET Funding Contract (non-Victorian based RTO)	11.8 – 11.10
2014-2016 VET Funding Contract 2014-16 VET Funding Contract - Dual Sector 2014-16 VET Funding Contract (TAFE)	11.9 – 11.11

Main Points

- This Contract Notification notifies RTOs of the form of the Register of Trainers and Assessors that RTOs are required to establish under the VET Funding Contracts.

- RTOs are required to use the Excel spreadsheet found in the 'Documents' section of SVTS titled 'Register of Trainers and Assessors.'
- In addition, RTOs must make the information in the Register of Trainers and Assessors available to the Department by completing and saving the Excel spreadsheet and uploading it to SVTS using the enquiry type 'Funding Contract - Trainer qualifications.'
- This information is to be submitted by **29 April 2016**.
- RTOs are also reminded that they must sight and retain copies of documentary evidence (such as transcripts, testamurs and/or industry association membership cards) confirming the information entered on the Register of Trainers and Assessors.

Critical Dates

- 29 April 2016

Relevant Resources

Excel Spreadsheet – 'Register of Trainers and Assessors'

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