

# Contract Notification

<b>CN No.</b>	<b>2018-02</b>	<b>Date:</b>	<b>15 January 2018</b>
<b>To:</b>	Chief Executive Officer or equivalent		
<b>Purpose:</b>	To provide general information		
<b>Scope:</b>	All 2018-19 VET Funding Contracts		
<b>Subject:</b>	<b>2018-19 Register of Trainers and Assessors</b>		

## For all Training Provider staff

### Purpose

- This Contract Notification provides a sample template that Training Providers may find useful in meeting contractual requirements to establish and maintain an up to date Register of Trainers and Assessors as detailed in Clause 12.8 of the 2018-19 VET Funding Contracts.

### Background

- The *Skills First* agenda for the training and TAFE sector describes the Victorian Government's commitment to providing high-quality training that leads to real jobs.
- The skills and capabilities of VET practitioners are key to the delivery of high-quality training. As such, in addition to regulatory requirements for trainers and assessors, VET Funding Contracts require Training Providers to establish and maintain a Register of Trainers and Assessors (Register). This requirement aims to ensure that Training Providers employ only suitably qualified and experienced people as *Skills First* Teachers, and that access to information about *Skills First* Teachers is always readily to hand. Furthermore, the upkeep of a Register is expected to benefit Training Providers' workforce planning by granting organisations a broader view of their workforce skills and needs.

### Main Points

- The Department has prepared a sample template that Training Providers may like to use in order to be compliant with the requirements of Clause 12.8. However, it is not mandatory to use this specific template. Training Providers can establish and maintain the Register in a format of their choosing, provided that it contains all the required items specified in the 2018-19 VET Funding Contracts.
- The sample template is titled 'Sample 2018-19 Register of Trainers and Assessors' and is now available in the 'Documents' section of SVTS.
- Training Providers are reminded that they must make their Register available to the Department at any time if requested. If Training Providers choose to use a format other than the example provided by the Department to establish and maintain their Register, they should ensure the information can be provided readily if it is requested by the Department.
- Training Providers 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.

## Critical Dates

- Effective Immediately.

## Relevant Resources

- **Attachment A** – Sample 2018-19 Register of Trainers and Assessors

## Greg Norton

Executive Director  
Training Market Quality