2018-19 VET FUNDING CONTRACT – VARIATIONS

GUIDE TO PROGRAM DELIVERY PLANS

THE EDUCATION STATE

Contents

Purpose of the Program Delivery Plans

General

Program Delivery Plans (**PDP**) submitted by Training Providers will provide the Department with important information that will assist in further improving the training system and in understanding the type of training to be on offer and how it will be delivered.

PDPs are not to be submitted for delivery the Training Provider intends to be fee-for-service.

Literacy and Numeracy Support

Depending on learner needs and delivery contexts, Literacy and Numeracy Support is designed to enable the selection and use of approved Literacy and Numeracy Support units to address the individual needs of learners to aid completion of a vocational qualification under the Skills First program.

Literacy and Numeracy Support is specifically designed for learners requiring literacy and numeracy skills to support the achievement of vocational competence. As such, commencements in Literacy and Numeracy Support will not be counted towards any initial allocations.

The Department remains committed to the acquisition of full foundation skill qualifications where appropriate to the learner and where they appear on the Approved Foundation Skills List.

In line with the above, PDPs must NOT be submitted for Literacy and Numeracy Support.

See more: http://www.education.vic.gov.au/Documents/training/providers/rto/currlnsupportlitnum.pdf

Multiple PDPs for a single program

While many Training Providers are likely to only complete one *PDP* on each Program they anticipate delivering, there are circumstances where they must complete more than one PDP for the same Program, such as if:

- The Program is to be offered as both a standalone and as part of a dual qualification;

- The Program is to be offered as part of more than one dual qualification Program;

- The Program will be delivered using more than one combination of Apprenticeship/Traineeship/Non-Apprenticeship or Non-Traineeship;

- The Program consists of distinct streams, more than one of which will be delivered; and

- The Program will be offered in more than one way that represents significant differences in aspects within the PDP, such as (but not limited to):

    o alignment with Objectives of the VET Sector in Victoria (see: http://www.education.vic.gov.au/skillsfirst/Pages/about.aspx);

    o the duration and intensity of the course; and

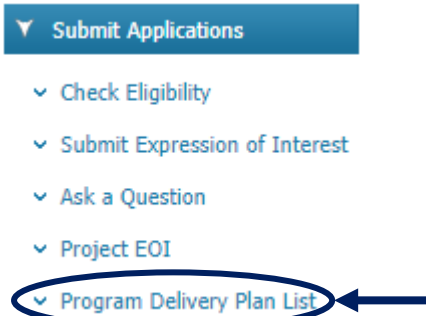   o the methods and modes of training and assessment.

Note: In this *Guide to the Program Delivery Plan*, any references to the 2018-19 VET Funding Contract refer to the latest version issued by the Department in SVTS. If there is any conflict or inconsistency between this Guide and the VET Funding Contract, the VET Funding Contract takes precedence.
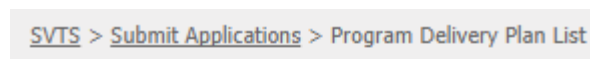
Using Program Delivery PDPs

Find the PDP location

Login to the Skills Victoria Training System (SVTS) via http://www.education.vic.gov.au/svts/. If there are difficulties with accessing the system, please access the SVTS *Login User Guide* from the login screen.

Click the 'Submit Applications' left side bar menu, and then **click** 'Program Delivery Plan List'.

▼ **Submit Applications**

ⅴ Check Eligibility

ⅴ Submit Expression of Interest

ⅴ Ask a Question

ⅴ Project EOI

ⅴ Program Delivery Plan List

Use the right form

Then **select** the appropriate Application from the drop down.

SVTS > Submit Applications > Program Delivery Plan List

Program Delivery Plan List

Application	All ▼

Note: The option to create a PDP will only be present once an application has been selected.

Application	Skills First 2018-01 Call for Expressions of Interest for ▼
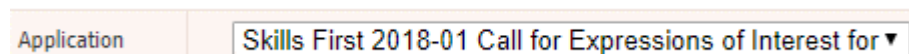
A list of all PDPs created for this Application will appear.

CREATE PLAN   View Guide   Print All

Application	Skills First 2018-01 Call for Expressions of Interest for ▼
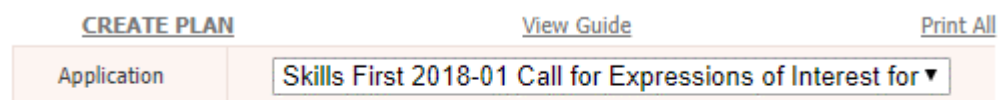
No records found.
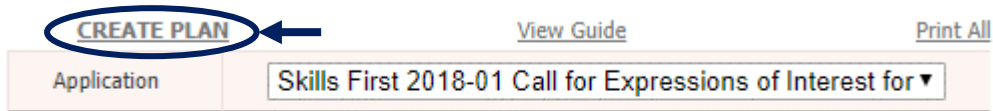
Navigate around (basic)

From here there are three options

- **Create Plan:** Allows the creation of PDPs, as per the below
- **View Guide:** Launches this guide
- **Print all:** Creates a PDF report for all PDPs created under this application.

Create PDPs

To start a new PDP **click** 'CREATE PLAN'.

SVTS will now have created an empty PDP.
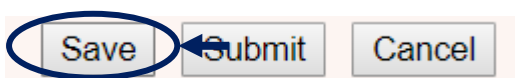
Save, Submit or Cancel PDPs

Please remember to save PDPs often and always!

The PDP has a set of options at the bottom of the page. These can be **clicked** to trigger these actions:

- **Save Plan:** Allows the current plan to be saved, and runs a validation check.
- **Submit Plan:** Runs a validation check and, if this passes with no errors, submits the plan.
- **Cancel:** Leaves the screen without saving changes or updating a plan

This can be done at any stage.

Save and validate

The PDP template has a number of validations included within to assist Training Providers with ensuring that all information is complete and correct.

Validation Summary

Plan has been saved, but contains the following errors

PLAN INFORMATION
- **Plan Name must be provided**

PROGRAM DETAILS
- **At least one Program must be selected.**
- **One of 'Standalone Qualification,Dual Qualification' must be selected**
- **One of 'Apprenticeship,Traineeship,Non-Apprenticeship/Traineeship' must be selected**

ALIGNMENT
- **'Alignment with Objectives for the VET Sector of Victoria' must be provided.**
- **'Alignment with Objectives for the industry Need' must be provided.**
- **'Overview of process for determining if this specific training is suitable and appropriate' must be provided.**

PARTICIPATION
- **'Participation – Expected Commencements Q1' must be a valid integer.**
- **'Participation – Expected Commencements Q2' must be a valid integer.**
- **'Participation – Expected Commencements Q3' must be a valid integer.**
- **'Participation – Expected Commencements Q4' must be a valid integer.**

DURATION AND INTENSITY
- **'Expected Duration' must be provided. The value must be zero or whole number**
- **'Expected PUSH Hours' must be provided. The value must be zero or whole number**

DELIVERY MODE
- **'Face to Face' share must be a valid integer.**
- **'Real-time remote' share must be a valid integer.**
- **'Self-paced remote' share must be a valid integer.**
- **'Other' share must be a valid integer.**

Despite the errors, the PDP will save, and once the errors are resolved, the PDP will save with the below message:

Program Delivery Plan 2018

Validation Summary

Plan has been saved and contains no errors

Print

Submit a PDP

Once finished developing a PDP, it must be submitted in order for it to be considered. A PDP cannot be submitted with errors.

Program Delivery Plan 2018

Submit not allowed.

Plan contains errors and cannot be Submitted.

Validation Summary

Plan has been saved, but contains the following errors

Once all errors are resolved, the PDP can be successfully submitted.

Program Delivery Plan 2018

✓ **Validation Summary**

Plan has been submitted and contains no errors

[Print]

Once submitted, a PDP can be edited and resubmitted if necessary, or deleted.

Move between PDPs

The next time the PDP area is entered, the PDP will appear, along with a note on any errors.

Results: 1 to 3

TOID	Plan Type	Programs	Last Updated Date	Name	Status	Number Errors	Option		
	Detailed Plan	Certificate I in EAL (Access) (22250VIC)	01/09/2017 08:12	a	Submitted	0	View	Print	Delete
	Detailed Plan	Certificate I in General Education for Adults (Introductory) (22235VIC)	31/08/2017 19:28	a	Draft	0	View	Print	Delete
	Detailed Plan	Certificate I in EAL (Access) (22250VIC)	31/08/2017 19:26	Plan Two	Submitted	0	View	Print	Delete

This list will grow as more PDPs are created.

Returning to a PDP (to review or edit)

To go back to a PDP, simply click **View**

Deleting a PDP

To delete a PDP, click **Delete**

Results: 1 to 3

TOID	Plan Type	Programs	Last Updated Date	Name	Status	Number Errors	Option		
	Detailed Plan	Certificate I in EAL (Access) (22250VIC)	01/09/2017 08:12	a	Submitted	0	View	Print	Delete
	Detailed Plan	Certificate I in General Education for Adults (Introductory) (22235VIC)	31/08/2017 19:28	a	Draft	0	View	Print	Delete
	Detailed Plan	Certificate I in EAL (Access) (22250VIC)	31/08/2017 19:26	Plan Two	Submitted	0	View	Print	Delete

Results: 1 to 2

TOID	Plan Type	Programs	Last Updated Date	Name	Status	Number Errors	Option		
	Detailed Plan	Certificate I in General Education for Adults (Introductory) (22235VIC)	31/08/2017 19:28	a	Draft	0	View	Print	Delete
	Detailed Plan	Certificate I in EAL (Access) (22250VIC)	31/08/2017 19:26	Plan Two	Submitted	0	View	Print	Delete

Note: Once deleted PDPs cannot be retrieved

Print all PDPs

In the main PDP area, once an application is selected a Print All hyperlink can be seen. Clicking this prints off a PDF copy of ALL PDPs related to the application, including their current status.

CREATE PLAN	View Guide	Print All
Application	Skills First 2018-01 Call for Expressions of Interest for ▼	

No records found.

Creating and completing a Program Delivery PDP

The sections below are intended to provide an indicative guide to the types of information are required for a PDP.

To open an existing PDP, click the view button (or to create a new PDP click the button at the top of the screen).

Results: 1 to 2

TOID	Plan Type	Programs	Last Updated Date	Name	Status	Number Errors	Option		
	Detailed Plan	Certificate I in General Education for Adults (Introductory) (22235VIC)	31/08/2017 19:28	a	Draft	0	View	Print	Delete
	Detailed Plan	Certificate I in EAL (Access) (22250VIC)	31/08/2017 19:26	Plan Two	Submitted	0	View		Delete

Once a PDP is open, the followed sections will be visible.

Status

This shows details of the PDP opened, including the status, the date it was created and the date it was last submitted to SVTS (saved or submitted).

STATUS

PDP Status:	Submitted
Created:	31/08/2017 6:09:38 PM by
Last Submitted:	31/08/2017 7:26:58 PM by

Applicant Provider Details

In this section of the PDP, SVTS now shows the linked TOID and Legal Name.

APPLICANT PROVIDER DETAILS

TOID:		Legal Name:	

PDP information

This has been provided to help quickly differentiate between multiple PDPs.

PLAN INFORMATION

Name:	Plan Two
Description:	Loving it

Program Details

Here one or two Program(s) intended for delivery should be selected. For 2018 PDPs, the Department has attempted to narrow down the list of available programs to a set more relevant for 2018 using the 2018 Funded Courses List and scope of registration as reflected on http://www.training.gov.au).

PROGRAM DETAILS

Program Name(s)	Certificate I in EAL (Access) (22250VIC)
Please select a Program(s) from the list below:	

☑ Certificate I in EAL (Access) (22250VIC)
☐ Certificate I in General Education for Adults (22236VIC)
☐ Certificate I in General Education for Adults (Introductory) (22235VIC)
☐ Certificate II in EAL (Employment) (22252VIC)

Note: The Department treats these PDPs as meaning not only the code listed but also any relevant superseding or superseded versions (funded for new commencements in 2018).

It is required to identify if the program is delivered as a standalone qualification or a dual qualification, alongside the type of training to be delivered.

Type of Program:	⦿ Standalone Qualification ◯ Dual Qualification
Type of Training:	⦿ Apprenticeship ◯ Traineeship ◯ Non-Apprenticeship/Traineeship

Alignment

In this section of the PDP a concise outline of how the training intending to be delivered aligns to one or more of the objectives of the training and TAFE system in Victoria is required.

These objectives are:

1) Delivering quality training that meets current and future industry needs;

2) Growing employment and further education outcomes; and

3) Promoting equity and addressing disadvantage.

ALIGNMENT

Alignment with Objectives for the VET Sector of Victoria
Please concisely outline how this program aligns with one or more of the following objectives of VET in Victoria:
1) Delivering quality training that meets current and future industry needs.   (Please provide evidence of industry linkages) 2) Growing employment and further education outcomes 3) Promoting equity and addressing disadvantage
The Department of Education and Training offers learning and development support, services and resources for all Victorians, from birth through to adulthood. Skills first is the platform for a strong, stable high quality training and TAFE system that gives all Victorians the opportunity to develop the skills they need - and the skills employers want - for jobs today and tomorrow.

Not every Program will align with all three objectives; however, each Program should align with **at least one** of the above objectives.

Note: If the Training Provider responded to **objective 1** 'Delivering quality training that meets current and future industry needs', please provide evidence of industry linkages. This can be provided through uploading up to two short documents to flesh out this alignment.

Supporting Dcoumentation (up to two files may be uploaded)			
Document:	Choose file	No file chosen	Upload File

File Name	Upload Date	Delete
Funded_Courses_Tuition_Fee_Contributions_Report.txt	31/08/2017 17:54:24	☐
File_Linkages.jpg	31/08/2017 17:54:43	☐

Note: An additional text box has been provided for extra commentary (if required) on industry need. If this is not an objective delivery is intended to align with (for example a foundation qualification aimed at participation), please enter "**Not applicable**".

Alignment with Industry Need

Please concisely outline how this program aligns with industry need:

Skills first is the platform for a strong, stable high quality training and TAFE system that gives all Victorians the opportunity to develop the skills they need - and the skills employers want - for jobs today and tomorrow.

Training providers are also required to write a small outline of how they ensure that any training delivered in line with this PDP is suitable and appropriate.

If the Training Provider is unable to articulate how training would be suitable and appropriate for their target cohorts, or outline alignment with a *Skills First* objective, consideration should be given to whether this delivery would be appropriate for delivery under *Skills First.*

Overview of process for determining if this specific training is suitable and appropriate:

While not limiting the definition in anyway, the Department ensures that it delivers suitable and appropriate training to contracted RTOs by:

providing training that is tailored to meet the needs of these RTOs
through consultation and
by listening to feedback.

Document: [Choose file] No file chosen   [Upload File]

Participation

In this section of the PDP Training Providers should estimate the number of funded commencements across 2018 would occur under this PDP.

PARTICIPATION

	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)
How many students are anticipated to commence the program in 2018?	100	22	1	3

Additionally, this section of the PDP requests information on tuition and other fees intended to be charged to students undertaking the Program.

What is the average total tuition fee charged to an Eligible Individual for the program?	100
What is the average total of other non-tuition fees charged to an Eligible Individual for the program?	1000

The Department requires indicative information on:

- What the average total tuition fee charged to an Eligible Individual will be for the Program;

- What the average total of other fees charged to an Eligible Individual will be for the Program. For the purpose of this guide, other fees may include, but are not limited to: Administration fees, Enrolment fees, Credit transfers, RPL enrolment and Training material

Note: For the 'Average total tuition fee' and 'Average total of other fees' sections please insert whole numbers only by rounding up or down to the nearest dollar.

Please do not use a comma or full stop to delineate between dollars and cents, as cents should not be indicated. For instance, if the average total amounts to $2343.11 please round this figure down to the nearest dollar which becomes $2343.

Duration and Intensity

This section of the PDP requires information on the expected duration and intensity of the Program. For definitions of the *Program Commencement Date* and the *Program Supervised Teaching Activity End Date* refer to the 2017 *Victorian VET Student Statistical Collection Guidelines* published in SVTS.

DURATION AND INTENSITY

What is the expected duration, (days) of the Program for the majority of students?	175

For the purpose of this guide, the duration of training is the time of the engagement with the student, including supervised study and assessment.

To clearly articulate the expected duration of the Program for the <u>majority of students</u>, Training Providers should use the expected number of days between the *Program Commencement Date* and the *Program Supervised Teaching Activity End Date*.

What is the expected number of Program Unique Supervised Hours, (PUSH) for most students? *(For dual qualifications, you should indicate the unique number of hours from a student's perpective)*	275

It is important that the PUSH indicate the unique number of hours from a student's perspective.

If there are significant differences in the possible duration or PUSH for students within the program (due to factors such as different streams within the program), then a <u>separate</u> PDP must be completed to outline the different delivery.

Delivery Mode

In this Section of the PDP, Training Providers must indicate how prevalent a mode of student interaction is for the program. The sum of these must equal 100.

Modes of student interaction include:

- Face to face (e.g. time spent by student in a classroom or in a workplace with an educator physical present);
- Real-time remote (e.g. time spent by the student supervised by a remote educator);
- Self-paced remote (e.g. time spent by the student undertaking online tasks with no real-time engagement required in training or assessment); and
- Other.

DELIVERY MODE

Delivery by mode of interaction (share of total):	%
Face to Face	100
Real-time remote	0
Self-paced remote	0
Other	0

Sub-Contracting

Training Providers are required to identify if they intends to sub-contract training and/or assessment to another provider, or be sub-contracted to by another provider.

Note: All sub-contracting arrangements must be approved by the Department in 2018.

The information provided in this Section <u>does not</u> constitute a formal application to sub-contract for the 2018 training year.

Victorian Delivery Location(s)

Regardless of the intended delivery mode (see above) the Training Provider is required to outline where the delivery of training (or assessment) is intended to occur. This must be done for each location that a significant portion (25% or more) of the activity is intended to occur.

If this is not known, a blank value can be selected with the location set as "Other".

Glossary

Apprentice means a person whom an employer has undertaken to train under a training contract.

Assessment is a process to determine a student's achievement of expected learning outcomes and may include a range of written and oral methods and practice or demonstration.

Commencement means a new enrolment by a student in a course at a Training Provider within a specified year.

Department means the State of Victoria acting through the Department of Education and Training (or its successor from time to time).

Dual Qualification is used to describe a situation where two separate program/qualifications are commenced in by one individual at a provider in the same year as part of a single arrangement.

Duration means the period from the Course Commencement Date until the Program Supervised Teaching Activity Completion Date, being a measure of the length of time that a student is engaged in training and assessment from the student's perspective.

Eligible Individual means an individual who is eligible for training subsidised through the *Skills First* Program in accordance with the eligibility requirements specified in this VET Funding Contract.

Enrolments mean the qualifications and courses in which students are enrolled in a given period. For students enrolled in multiple courses, all courses are counted. The term 'enrolments' covers both new and continuing students and is based on the number of courses in which students are enrolled.

Funded Courses List is a list that comprises of courses with strong job outcomes, including apprenticeships and high-value traineeships linked to Government priorities that are of greatest value to the Victorian economy.

Initial Qualification Allocation means the number of commencements for a specified qualification that the Department may fund under this VET Funding Contract (subject to all other eligibility and funding restrictions), as specified in the Contract Offer.

Initial Allocation means the number of commencements for a specified qualification that the Department will fund under the VET Funding Contract (subject to all other eligibility and funding restrictions), as specified in the Contract Offer.

Literacy and Numeracy Support means the program of that name designed to enable the selection and use of approved Literacy and Numeracy Support units to address individual needs of vocational learners to facilitate completion of a vocational qualification under the Skills First program.

Program means the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the National Training Package. The term: 'program' and 'course' is used synonymously with the term 'qualification'.

Program Commencement Date is a training activity/delivery date, not an administrative enrolment or admission date. It is defined as the date of the first scheduled training for the first subject towards the completion of the program in which the student has enrolled.

Program Supervised Teaching Activity End Date means the date of final scheduled training or assessment for the final module towards the completion of the qualification in which the student has enrolled.

Program Unique Supervised Hours means the total number of unique (non-overlapping) hours of supervised training and assessment activity undertaken by a student for his or her enrolment in a course or qualification.

Real Time includes web-based resources, computer-based resources, online interactions both on or off campus including radio, television, videoconference, audio-conference or any other means that sees the student able to interact with the trainer and any other learners in real time (without significant delay)

Scope of registration includes all training programs listed on the Scope of Registration certificate issued to the registered training organisation by the relevant authority, e.g. VRQA or ASQA.

Self-paced Remote includes web-based resources, computer-based resources, online interactions both on or off campus including radio, television, videoconference, audio-conference or any other means where the student may access training material and assessment tasks at their own pace.

Student means an individual who is formally engaged in learning at a Training Provider.

Subcontracting is an arrangement where an initial Training Provider defers day-to-day responsibility for all or part of the management and conduct of training delivery and assessment activities for funded training to another individual or organisation (the Sub-Contractor). The Training Provider pays the Sub-Contractor for providing these services.

Training means training whether by way of course, instruction or practical training in the knowledge and skills required for a vocation.