**‘2018-19 Contract Variation Request – Increase to Commencement Allocation, Qualification Allocations, and/or Addition to Funded Scope’ form** (v 1.0)

This document should be read in conjunction with Contract Notification 2018-17 which provides the Department’s Framework for the consideration of these requests.

This form should be used to provide the business case in relation to a single course, or a group of related courses. Where multiple business cases need to be presented (for example, one business case in relation to a number of different community services courses, and a separate business case for a hospitality course), a separate form should be lodged for each business case.

Note that variations will only be considered through this request form in relation to 2018 commencements. A separate process, to be announced at a later date, will be run to determine allocation and scope parameters for 2019 commencements.

**Training Provider Name:**

**TOID:**       **Contact Person for this request:**

1. This is a request to (insert ‘x’ against the appropriate row – choose one only):

|  |  |
| --- | --- |
|   | increase the Training Provider’s Commencement Allocation for use within its existing Funded Scope (ie more commencements within the same mix of courses); or |
|   | add a new course to the Training Provider’s Funded Scope for use within its current Commencement Allocation (ie a larger range of course offerings without an increase to the initial allocation); or |
|   | both increase the Training Provider’s Commencement Allocation and add a course to its Funded Scope (ie both more commencements and a larger range of course offerings); or |
|   | increase the Training Provider’s Qualification Allocation for a particular course without requesting an increase to the Commencement Allocation; and/or |
|   | increase the Training Provider’s Qualification Allocation for a particular course with a matching increase to the Commencement Allocation. |

1. Please list the courses relevant to this request in the table below, and indicate for each course the number of commencements sought through this request.

|  |  |  |  |
| --- | --- | --- | --- |
| Course Code | Course Name | Enrolment Type (non-apprenticeship/traineeship or apprenticeship/traineeship) | Number of Additional Commencements |
|       |       |       |       |
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1. For each of the courses identified in the table above, please separately submit:
	1. a *Program Delivery Plan* via the *Skills Victoria Training System* (SVTS); and
	2. a *Training and Assessment Strategy* (submit along with this application form).

For assistance in accessing and completing *Program Delivery Plans*, please refer to the ‘*Guide to the Program Delivery Plans*’ as published in the ‘*Documents*’ section of SVTS. Page four of this document provides specific instructions on accessing the plans on SVTS.

1. In the following section, please respond to each question (a – f) where relevant. Responses should address each course identified in the table at question 2.
	1. Demonstrate how the proposed activity addresses an identified Victorian labour market need, and / or the needs of a particular enterprise? Supporting documentation from employers should be attached to this submission where relevant.

* 1. Does the proposed activity address the training needs of a priority cohort such as youth, indigenous persons, persons with a disability, or individuals living in regional Victoria?

* 1. Does the proposed activity involve an Apprenticeship or High Value Traineeship (as identified on the [*Funded Course List*](http://www.education.vic.gov.au/skillsfirst/Pages/fundedcourses.aspx))?

* 1. Does the proposed activity support government priorities?
* the National Disability Insurance Scheme (NDIS)
* responding to family violence
* completing Victoria’s infrastructure projects.
* Victoria’s priority sectors:
* Medical technologies and Pharmaceuticals
* New energy technology
* Food and fibre
* Transport, Defence, and Construction technologies
* International education
* Professional services

* 1. Will this activity lead to job outcomes for students? Be as specific as possible and provide evidence.

* 1. What plans for business continuity are in place to accommodate the additional operational load if this request is approved? What safeguards are in place to mitigate the risk of adverse impacts on existing students?