

Contract Notification

CN No.	2019-07	Date:	6 February 2019
To:	Chief Executive Officer or equivalent		
Purpose:	To set out requirements and provide a form for the reporting of Brokering Services in 2019		
Scope:	<ul style="list-style-type: none"> • 2018-19 Standard VET Funding Contract; • 2018-19 Restricted VET Funding Contract; • 2018-19 Standard VET Funding Contract (Non-Victorian); • 2018-19 TAFE VET Funding Contract and; • 2018-19 Dual Sector VET Funding Contract. 		
Subject:	Mandatory reporting of Brokering Services		

Purpose

- To advise of the format for the reporting of Brokering Services to the Department of Education and Training.

Background

- Brokering Services are defined as:
 - *The recruitment of individuals to participate in training that is to be subsidised under this VET Funding Contract, by an individual or organisation in exchange for payment from the Training Provider or the student, but excludes activities carried out by individuals who are employees of the Training Provider on the Training Provider's payroll, whose role includes the identification and recruitment of potential students.*
- Clause 7.12 of the 2018-19 VET Funding Contracts requires that:
 - *The Training Provider must provide the Department, in a format to be determined by the Department from time to time, with details of all third party arrangements for the delivery of Brokering Services on the Training Provider's behalf within 30 days of the Commencement Date of this VET Funding Contract, and thereafter within 30 days of entering into any such further arrangement.*
- Schedule 1, Clause 12.7 of all 2018-19 VET Funding Contracts, requires that:
 - *If requested in writing by the Department, the Training Provider must promptly provide the Department with details of all third party arrangements for the delivery of Training Services (including determination of eligibility and enrolment processes, marketing and Brokering Services) on the Training Provider's behalf that have not already been notified to the Department pursuant to Clause 6.11(b) or Clause 7.12 of this VET Funding Contract.*

Main Points

- The Department requires training providers to report, by no later than 28 February 2019, details of Brokering Services arrangements in place. The report should include all current 2019 Brokering Services, even if the arrangements were first established in a prior year.
- This must be reported in a format determined by the Department. The Department published the format for this reporting requirement in 2018, and this can continue to be used in 2019. Training Providers are required to submit the reports via the Enquiries function of SVTS using the category “Skills First VET Funding Contract – Brokering Services”.
- Where no Brokering Services are in place, no action is required.
- Training providers must report any future brokering arrangements within thirty days of entering into any such arrangement, pursuant to Clause 7.12 of 2018-19 VET Funding Contracts.
- Training providers are separately reminded of the ongoing requirement to publish on their website a list of the brokers they use, as per the 2018-19 VET Funding Contracts, Schedule 1, Clause 1.4.

Critical Dates

- This Contract Notification is effective immediately. Reporting of Brokering Services forms must be lodged in accordance with the timelines described above.

Relevant Resources

- The *2018 Reporting of Brokering Services* form – CN 2018-04 (available in the *Documents* section of SVTS).

Greg Norton

Executive Director
Training Market Quality