

# CONTRACT NOTIFICATION

<b>CN No.</b>	<b>2021-03</b>	<b>Date: 4 February 2021</b>
<b>To:</b>	Chief Executive Officer or equivalent	
<b>Purpose:</b>	General Information Advice on Contract requirement	
<b>Scope:</b>	All 2021 VET Funding Contracts (version 1.0)	
<b>Subject:</b>	Fact sheets, templates and other guidance information for 2021, including the prescribed 2021 online service standards	

## Purpose

This Contract Notification lists and describes the fact sheets, templates and other guidance information available in SVTS to support your understanding of the 2021 VET Funding Contract (the Contract).

It also includes the prescribed 2021 online service standards.

The fact sheets listed in this Contract Notification are now also available on the [Department's website](#).

## Main Points

### *Factsheets and other guidance*

We regularly publish fact sheets on various topics to help training providers better understand their obligations under the Contract. We expect you to read and understand them. We also encourage you to refer to them as a first step in answering any queries you may have.

We have three new fact sheets:

- Students under 17
- Evidence of Participation
- Concessions.

We've also updated all our existing fact sheets to reflect the 2021 Contract changes.

We welcome your feedback on these factsheets to help us improve our work, including telling us about other topics you'd like to see as a fact sheet. Please contact us via SVTS.

The tables on the following pages describe our current guidance materials and where to find them in the 'Documents' section of SVTS.

Topic and description	Document title in SVTS	Date published in SVTS
<b>NEW FACT SHEETS</b>		
<p><b>Students under 17</b></p> <p>This fact sheet explains what you need to know before enrolling a student under 17, including the different rules for sighting and retaining a student's exemption from school attendance, depending on their circumstances.</p> <p>It also includes information about how you can support a student under 17, such as issuing a letter of offer, and the contact details for our Youth Pathways and Transitions Teams at the relevant Department Regional Office.</p>	Fact sheet: Students under 17	4 Feb 2021
<p><b>Evidence of Participation</b></p> <p>This factsheet is designed to help you meet our expectations for documenting Evidence of Participation under the Contract.</p> <p>It gives you practical advice about how to substantiate your Evidence of Participation to help avoid the common compliance issues found at a Department audit.</p>	Fact sheet: Evidence of Participation	4 Feb 2021
<p><b>Concessions</b></p> <p>This factsheet helps you understand your obligations under both the Contract and Guidelines About Fees relating to concessions.</p> <p>It explains the concession entitlement, how to check and document a concession, the Department's payment contribution, and your reporting requirements.</p>	Fact sheet: Concessions	4 Feb 2021
<b>UPDATED TO REFLECT 2021 CONTRACT CHANGES</b>		
<p><b>Disallowed Persons</b></p> <p>This fact sheet helps you understand and comply with the Disallowed Person requirements in the Contract.</p> <p>It's been updated to reflect that there is now a narrower definition of Disallowed Persons in the 2021 Contract.</p>	Fact sheet: Disallowed Persons	4 Feb 2021
<p><b>Sighting and retaining evidence of eligibility</b></p> <p>This fact sheet explains what you must sight and retain when you check a student's evidence of eligibility for <i>Skills First</i> training. It also gives answers to training providers' frequently asked questions.</p> <p>Under the 2021 Contract, you now have the new digital Medicare card option for sighting and retaining evidence, as well as changes to what you can sight and retain when using the DVS.</p>	Fact sheet: Sighting and retaining evidence of eligibility	4 Feb 2021
<p><b>Notice of Change in Control and other significant changes</b></p>	Fact sheet: Change in Control and	4 Feb 2021

<p>This fact sheet helps you understand the requirements for notifying the Department about a Change in Control and other significant changes to your organisation, such as changes to CEO, ownership or operations. We previously published this information in CN 2020-03.</p> <p>Under the 2021 Contract, you can now give Notice of Change in Control and other significant changes via SVTS.</p>	<p>other significant changes</p>	
<p><b>Student eligibility for <i>Skills First</i></b></p> <p>This fact sheet explains how you should apply the Skills First eligibility requirements, including the limits on the amount of training and eligibility exemptions. It also includes several helpful example scenarios.</p> <p>It's been updated to include skill sets and a clearer description of the eligibility rules.</p>	<p>Fact sheet: Student eligibility for <i>Skills First</i></p>	<p>4 Feb 2021</p>
<p><b>Quality in online delivery</b></p> <p>This fact sheet summaries how you must promote quality in online learning, training and assessment. It also includes new content to help you understand how to make your learning materials comply with the high level principles of the <a href="#">Web Content Accessibility Guidelines 2.1 (WCAG)</a>.</p> <p>Under the 2021 Contract, the online delivery restriction list and prescribed requirements for teacher professional development no longer apply.</p>	<p>Fact sheet: Quality in online delivery</p>	<p>4 Feb 2021</p>
<p><b>UPDATED BUT NO SUBSTANTIVE CHANGES</b></p>		
<p><b>Student information and protection</b></p> <p>This fact sheet summarises the rules about the type of information you must give students at various stages in their training – as they move from prospective students through to completing their training.</p>	<p>Fact sheet: Student information and protection</p>	<p>4 Feb 2021</p>
<p><b>Recordkeeping requirements</b></p> <p>This fact sheet gives an overview of key recordkeeping requirements in the Contract.</p>	<p>Fact sheet: Recordkeeping requirements</p>	<p>4 Feb 2021</p>
<p><b>Using electronic signatures</b></p> <p>This factsheet helps you understand how the Department expects you to use electronic signatures, including a table to show the common methods for obtaining electronic signatures and some practical example scenarios.</p>	<p>Fact sheet: Using electronic signatures</p>	<p>4 Feb 2021</p>
<p><b>Consideration of literacy and numeracy skills as part of the Pre-Training Review</b></p> <p>This fact sheet explains how you should consider a student's literacy and numeracy as part of a Pre-Training Review.</p>	<p>Fact sheet: Consideration of literacy and numeracy skills as part of the Pre-Training Review</p>	<p>4 Feb 2021</p>

**NO CHANGES MADE**

<p><b>Skills First Quality Charter</b> This charter explains what we expect from you in your provision of key aspects of Training Services under the Contract.</p>	<p>Skills First Quality Charter</p>	<p>4 Dec 2020</p>
<p><b>Skills First Program Audit and Review Strategy</b> This publication describes the Department's approach to funding assurance and quality assurance.</p>	<p>Skills First Program Audit and Review Strategy</p>	<p>2 May 2018</p>
<p><b>A commitment to engaging with training providers</b> This document details our commitment to actively engage with training providers.</p>	<p>Training Market Services' commitment to engaging with training providers</p>	<p>21 Jun 2019</p>
<p><b>Understanding the new JobTrainer arrangements</b> This fact sheet explains the Contract arrangements for the JobTrainer Fund, including student eligibility and enrolment, fees and payments, allocations, and reporting.</p>	<p>Fact sheet: Understanding the new JobTrainer arrangements (version 2)</p>	<p>4 Dec 2020</p>
<p><b>Deciding how to report JobTrainer students</b> This fact sheet explains how you can enrol and report JobTrainer students to ensure your organisation's allocation of JobTrainer places is maximised and students pay the lowest available tuition fee.</p>	<p>Fact sheet: Deciding how to report JobTrainer students</p>	<p>11 Nov 2020</p>
<p><b>Understanding skill sets</b> This fact sheet explains the Contract arrangements for Skills First skill sets, including allocations, student eligibility and enrolment, skill sets and Course Ins, fees and payments, and reporting.</p>	<p>Fact sheet: Understanding skill sets</p>	<p>4 Dec 2020</p>
<p><b>National infection control skill sets</b> This fact sheet explains the Contract arrangements for the five infection control skill sets and includes a series of FAQs.</p>	<p>Fact sheet: Infection control</p>	<p>4 Dec 2020</p>

### Pre-Training Review template

We provide example templates to help you understand how to collect and present information you're required to document under the Contract.

Description	Document title in SVTS	Date published in SVTS
<p><b>Skills First Pre-Training Review template</b></p> <p>As part of a student's enrolment, you must conduct a Pre-Training Review to determine the most suitable and appropriate program for them to enrol in.</p> <p>Clause 4.3 of Schedule 1 of the Contract lists the specific items you must address in the Pre-Training Review.</p> <p>We've provided an example template that you may choose to use to record the outcomes of a Pre-Training Review. While the template is not mandatory under the Contract, we encourage you to use it or a similar template. It helps to draw together the inputs that feed into the Pre-Training Review process, and document clearly how you decided that a program was suitable for each student.</p> <p>The template has been updated to reflect the minor Pre-Training Review changes arising from the 2021 Contract.</p>	Skills First Pre-Training Review template 2021	4 Feb 2021

### 2021 online service standards

Under clause 1.3 (f) of Schedule 1 of the Contract, this Contract Notification prescribes the items you must include in your online service standards.

Description	Document title in SVTS	Date published in SVTS
<p><b>Online service standards</b></p> <p>Where any training or assessment is delivered online, you must publish your 'online service standards' in a prominent place on your website (Clause 1.3 (f) of Schedule 1).</p> <p>The online service standards are a tool to help students make an informed choice of which delivery mode and training provider will suit their individual needs and best help them achieve the outcomes they seek from training.</p> <p>The items required in the online service standards for 2021 are prescribed by the issuing of this Contract Notification. The items are explained using clear language and remain the same as previous years.</p> <p>We've also provided a sample of a completed online service standards for your reference.</p>	2021 online service standards	4 Feb 2021

### Resources

All materials referred to in this Contract Notification are published in the 'Documents' section of SVTS and on the [Department's website](#).

### Ryan Collins

A/g Executive Director  
Training Market Services