

CONTRACT NOTIFICATION

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| CN No. | 2021-18 | Date: 14 December 2021 |
| To: | Chief Executive Officer or equivalent | |
| Purpose: | General Information Advice on Contract requirement | |
| Scope: | All 2022 VET Funding Contracts (version 1.0) | |
| Subject: | Fact sheets, templates, and other guidance information for 2022, including the prescribed 2022 online service standards | |

Purpose

This Contract Notification is to advise training providers that fact sheets, templates and other guidance information is available in SVTS to help them understand the 2022 VET Funding Contract (the Contract).

The fact sheets are also available on the [Department's website](#).

This Contract Notification also includes the prescribed 2022 online service standards.

Background

The 2022 Contracts were published on SVTS on 1 December 2021.

Main Points

Factsheets and other guidance

We publish fact sheets on specific topics to help you better understand your 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 might have.

We've updated all our existing 16 fact sheets and 'Questions and answers about the VET Funding Contract' to reflect the 2022 Contract changes.

The tables on the following pages describe our fact sheets and guidance materials and outlines the changes we made for 2022. If you want to know more about these changes, you can read our guides published in the Documents section of SVTS:

- Guide to content changes
- Guide to edits – Contract
- Guide to edits – Guidelines.

| Topic and description | Document title in SVTS | Date published |
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| FACT SHEETS | | |
| <p>Change in Control and other significant changes</p> <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.</p> <p>We updated it to include the new, clearer and easier to understand definition of 'Control'.</p> | Fact sheet: Change in Control and other significant changes | 14 Dec 2021 |
| <p>Concessions</p> <p>This factsheet helps you understand your obligations under the Contract and Guidelines About Fees relating to concessions. It explains the concession entitlement, how to check and document a concession, the Department's payment contribution, and your reporting requirements.</p> <p>We updated it to reflect the removal of the requirement from the Guidelines About Fees to record the start and expiry dates on digital concession cards. We also described the need to record the concession card start date when applying a grace period.</p> | Fact sheet: Concessions | 14 Dec 2021 |
| <p>Disallowed Persons</p> <p>This fact sheet helps you understand and comply with the Disallowed Person requirements in the Contract.</p> <p>We made no substantive changes.</p> | Fact sheet: Disallowed Persons | 14 Dec 2021 |
| <p>Eligibility – Student eligibility for Skills First</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>We updated it to remove the programs and initiatives that will not be continuing in 2022.</p> | Fact sheet: Student eligibility for <i>Skills First</i> | 14 Dec 2021 |
| <p>Eligibility – Sighting and retaining evidence of eligibility</p> <p>This fact sheet explains what you must sight and retain when you check a student's evidence of eligibility for Skills First. It also gives answers to your frequently asked questions.</p> <p>We updated it by adding the new items that are accepted as evidence of citizenship/residence and age, adding the digital Keypass card as an additional way of sighting and retaining evidence, and clarifying how to do a VEVO check.</p> <p>We also incorporated the separate FAQs into the body of the fact sheet.</p> | Fact sheet: Sighting and retaining evidence of eligibility | 14 Dec 2021 |

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| <p>Evidence of Participation</p> <p>This factsheet is designed to help you meet our expectations for documenting Evidence of Participation under the Contract. 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> <p>We updated it to provide more guidance about how to satisfy the Evidence of Participation requirements when you use an attendance roll for clustered delivery.</p> | <p>Fact sheet: Evidence of Participation</p> | <p>14 Dec 2021</p> |
| <p>How to consider literacy and numeracy skills</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>We condensed the fact sheet to make it more concise and easier to read. We also incorporated the separate FAQs into the body of the fact sheet.</p> | <p>Fact sheet: How to consider literacy and numeracy skills</p> | <p>14 Dec 2021</p> |
| <p>JobTrainer – Understanding the 2022 JobTrainer arrangements</p> <p>This fact sheet explains the Contract arrangements for JobTrainer, including student eligibility and enrolment, fees and payments, allocations, and reporting.</p> <p>We updated it to reflect the different participation requirements for students who enrol in a JobTrainer priority program in 2022.</p> <p>We also condensed the fact sheet to make it more concise and easier to read.</p> | <p>Fact sheet: Understanding the new JobTrainer arrangements (version 2)</p> | <p>14 Dec 2021</p> |
| <p>JobTrainer – Deciding how to report JobTrainer students</p> <p>This fact sheet explains how you can enrol and report JobTrainer students to ensure you maximise your allocation of JobTrainer places and students pay the lowest available tuition fee.</p> <p>We made a minor update to the start of the decision-tree diagrams to help you decide how to report students who enrol in a JobTrainer priority program.</p> | <p>Fact sheet: Deciding how to report JobTrainer students</p> | <p>14 Dec 2021</p> |
| <p>Key features of the VET Funding Contract</p> <p>This fact sheet gives a simple overview of the main features of the Contract.</p> <p>We made no substantive changes.</p> | <p>Fact sheet: Key features of the VET Funding Contract</p> | <p>14 Dec 2021</p> |
| <p>Quality in online delivery</p> <p>This fact sheet summaries how you must promote quality in online learning, training and assessment, including how to make your learning materials comply with the high-level principles of the Web Content Accessibility Guidelines 2.1 (WCAG).</p> <p>We updated it to explain the new definition of Online Training and Assessment.</p> <p>We also condensed the fact sheet to make it more concise and easier to read.</p> | <p>Fact sheet: Quality in online delivery</p> | <p>14 Dec 2021</p> |

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| <p>Recordkeeping requirements</p> <p>This fact sheet gives an overview of key recordkeeping requirements in the Contract.</p> <p>We made no substantive changes.</p> | <p>Fact sheet: Recordkeeping requirements</p> | <p>14 Dec 2021</p> |
| <p>Student information and protection</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>We removed reference to the Foundation Skills List as the related programs will now be identified on the Funded Programs Report.</p> | <p>Fact sheet: Student information and protection</p> | <p>14 Dec 2021</p> |
| <p>Students under 17</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. It also includes the contact details for our Youth Pathways and Transitions Teams at the relevant Department Regional Office.</p> <p>We made no substantive changes.</p> | <p>Fact sheet: Students under 17</p> | <p>14 Dec 2021</p> |
| <p>Understanding skill sets</p> <p>This fact sheet explains the Contract arrangements for Skills First skill sets, including allocations, student eligibility and enrolment, fees and payments, and reporting.</p> <p>We made a minor update to add information about how to report the two new ‘Free at TAFE’ skill sets.</p> <p>We also condensed the fact sheet to make it more concise and easier to read.</p> | <p>Fact sheet: Understanding skill sets</p> | <p>14 Dec 2021</p> |
| <p>Using electronic signatures</p> <p>This factsheet explains how we expect you to use electronic signatures, including a table to show the common methods for obtaining electronic signatures and some practical example scenarios.</p> <p>We made no substantive changes.</p> | <p>Fact sheet: Using electronic signatures</p> | <p>14 Dec 2021</p> |
| <p>QUESTIONS AND ANSWERS</p> | | |
| <p>Questions and answers about the VET Funding Contract</p> <p>This Q&A answers some common questions to help you understand key concepts in the Contract and Guidelines.</p> <p>We made minor updates to reflect the changes to the 2022 Contract. We did not add any new Q&As.</p> | <p>Questions and answers about the VET Funding Contract</p> | <p>14 Dec 2021</p> |

OTHER GUIDANCE DOCUMENTS

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| <p>A commitment to engaging with training providers</p> <p>This document details our commitment to actively engage with training providers.</p> <p>We made no changes.</p> | <p>Training Market Services' commitment to engaging with training providers</p> | <p>21 Jun 2019</p> |
| <p>Compliance expectations under the VET Funding Contract</p> <p>This guidance document helps you understand our approach to ensuring compliance with the terms of the Contract, and how we respond when a concern or issue arises.</p> <p>We made no changes.</p> | <p>Compliance expectations under the VET Funding Contract</p> | <p>18 Feb 2021</p> |
| <p>Skills First Program Audit and Review Strategy</p> <p>This publication describes our approach to funding assurance and quality assurance.</p> <p>We made no changes.</p> | <p>Skills First Program Audit and Review Strategy</p> | <p>2 May 2018</p> |
| <p>Skills First Quality Charter</p> <p>This charter explains what we expect from you in your provision of key aspects of Training Services under the Contract.</p> <p>We made no changes.</p> | <p>Skills First Quality Charter</p> | <p>1 Dec 2021</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 |
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| <p>Skills First Pre-Training Review template</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>Skills First Pre-Training Review template 2022</p> | <p>14 Dec 2021</p> |

2022 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 |
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| <p>Online service standards</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 help students make an informed choice about what delivery mode and training provider will best suit their training needs. The items in the online service standards for 2022 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> | 2022 online service standards | 14 Dec 2021 |

Resources

All materials are published in the 'Documents' section of SVTS. The fact sheets will also be published on the [Department's website](#) in early January 2022.

Critical Dates

1 January 2022.

Ryan Collins

A/g Executive Director
Training Market Services