

Contract Notification

CN No.	2022-04	Date: 19 January 2022
To:	Chief Executive Officer or equivalent	
Purpose:	General Information	
Scope:	All 2022 VET Funding Contracts (version 2.0)	
Subject:	Updating course profiles and skill sets information on the Victorian Skills Gateway	

Purpose

This Contract Notification is to advise training providers to update their course profiles for skill sets on the Victorian Skills Gateway.

Background

The Department of Education and Training (the department) will soon be promoting skill sets through a range of channels that will refer interested parties to the Victorian Skills Gateway for further information. This promotional activity is designed to encourage eligible young people and job seekers to enrol in a relevant short course.

Main Points

Update your information on the Australian Course Information Register (ACIR)

Please ensure, by no later than **COB Tuesday 25 January 2022**, your skill set and course delivery information in ACIR (with is the data source used for the Victorian Skills Gateway) is up to date.

All offerings must include the delivery location and attendance type. We encourage you to also provide the duration and Victorian Government-subsidised fee, where relevant.

You can log in to ACIR at <https://www.acir.com.au/login>

For support using ACIR, you can contact acir@goodeducation.com.au.

Keeping ACIR up to date with the latest course and skill sets information is a contract obligation required by clause 1.4 of the VET Funding Contract relating to student information:

1.4 The Training Provider must register for, and maintain, an up to date profile on, the Victorian Skills Gateway.

Critical Dates

Any required updates must be made by **COB Tuesday 25 January 2022**.

Lance Snell
A/g Executive Director
Training Market Services