

Contract Notification

CN No.	2016-03	Date:	27 January 2016
To:	Chief Executive Officer or equivalent		
Purpose:	To set out requirements and provide a form for the reporting of Brokering Services in 2016		
Scope:	All 2016 VET Funding Contracts (includes all 2014-16 VET Funding Contracts, 2016 VET Funding Contracts (Standard) and 2016 VET Funding Contracts (Restricted))		
Subject:	Reporting of Brokering Services		

For all RTO staff

Purpose

- To provide RTOs holding *2016 VET Funding Contracts (Standard and Restricted)* with a template for reporting *Brokering Services*; and
- To require RTOs holding a *2014-16 VET Funding Contract* to provide the Department with details of *Brokering Services*, and to provide a reporting template for this purpose.

Background

- Per the abovementioned VET Funding Contracts, *Brokering Services* is defined as where an individual or organisation receives payment from the RTO in exchange for recruiting individuals to participate in government subsidised training. The definition does not include salaried individuals who are employees of the RTO whose primary purpose is the identification and recruitment of potential students.
- Schedule 1, Clause 12.5 of *2016 VET Funding Contracts (Standard and Restricted)* requires RTOs to provide the Department, in a format to be determined by the Department, with details of all third party arrangements for the delivery of *Brokering Services* on the RTO's behalf within thirty days of the *Commencement Date* of the Contract, and thereafter within thirty days of entering into any subsequent arrangement.
- Schedule 1, Clause 11.5 of *2014-16 VET Funding Contracts* requires RTOs to provide the Department with details of all third party arrangements for the delivery of Training Services on the RTO's behalf, including (but not limited to) *Brokering Services*, if requested to do so in writing by the Department.

Main Points

2016 VET Funding Contract Holders

- For RTOs holding a *2016 VET Funding Contract (Standard or Restricted)*, RTOs are:
 - reminded of the requirement to provide the Department with details of all third party arrangements for the delivery of *Brokering Services* on the RTO's behalf within thirty days of the Commencement Date of the VET Funding Contract (being the later of 1 January 2016 or the date the contract is executed), and thereafter within thirty days of entering into any subsequent arrangement; and
 - required to use the *2016 Reporting of Brokering Services* form that has been published in the *Documents* section of SVTS for the reporting of *Brokering Services* to the Department, and submit the reports via the Enquiries function of SVTS using the subject header "Reporting of Brokering Services".

- The report should include all current (2016) *Brokering Services*, even if the arrangements were first established in a previous year.
- Where no *Brokering Services* are in place, no action is required.

2014 - 16 VET Funding Contract Holders

- For RTOs holding a *2014-16 VET Funding Contract*, pursuant to Schedule 1, Clause 11.5, the Department now requires RTOs to report, by no later than 1 March 2016, details of *Brokering Services* arrangements in place as at 31 January 2016.
- The Department also requires, pursuant to Schedule 1, Clause 11.5, that any new *Brokering Services* arrangements entered into after 31 January 2016 be reported to the Department within 30 days of entering into the arrangement.
- RTOs are required to lodge the details of these arrangements using the *2016 Reporting of Brokering Services* form that has been published in the *Documents* section of SVTS. Forms must be lodged via the Enquiries function of SVTS using the subject header "Reporting of Brokering Services".
- The report should include all current (2016) *Brokering Services*, even if the arrangements were first established in a previous year.
- Where no *Brokering Services* are in place, no action is required.

Critical Dates

- This Contract Notification is effective immediately. *2016 Reporting of Brokering Services* forms must be lodged in accordance with the timelines described above.

Relevant Resources

- The *2016 Reporting of Brokering Services* form (available in the *Documents* section of SVTS).

Lee Watts

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